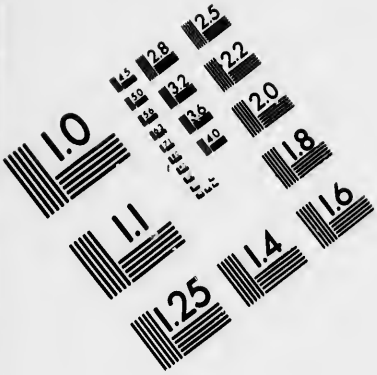
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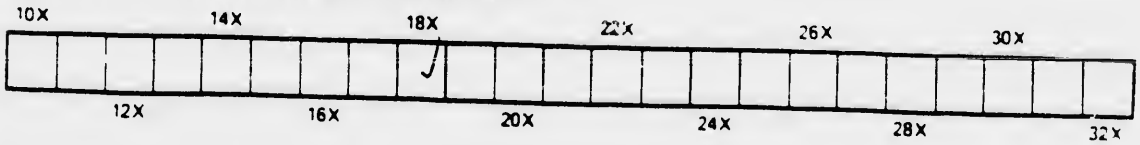

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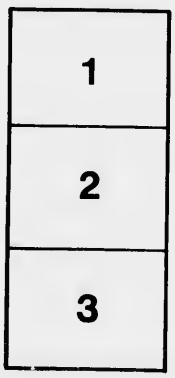

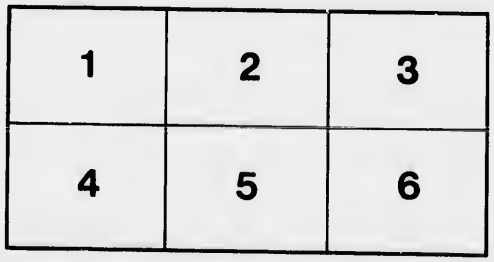

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CANADA ATLANTIC RAILWAY COMPANY

Ottawa, Arnprior & Parry Sound Railway Company

RULES AND REGULATIONS

FOR THE

GOVERNMENT OF EMPLOYEES

OF THE

OPERATING DEPARTMENT

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THE rules herein set forth will govern the railways operated by the CANADA ATLANTIC and OTTAWA, ARNPRIOR & PARRY SOUND Railway Companies, and shall take effect on a date to be named by special notice, and superseding all prior rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

E. J. CHAMBERLIN,
GENERAL MANAGER.

GENERAL NOTICE.

To enter, or remain in, the service is an assurance of willingness to obey the rules.

Obedience to the rules is essential to the safety of passengers and employees, and to protection of property.

Successful service requires the courteous, intelligent and faithful discharge of duty. To obtain promotion, capacity must be shown for increased responsibility.

Employees are advised that, in accepting employment, they assume the accompanying risks, and are expected to look after, and be responsible for, their own safety, as well as to exercise the utmost caution to avoid injury to others.

GENERAL RULES.

GENERAL RULES.

1. Employees whose duties are prescribed by these Rules must provide themselves with a copy.

2. Special instructions, not in conflict with these Rules, given by proper authority, must be observed while in force.

3. Employees are required to be conversant with, and obey the rules and special instructions. If in doubt as to their meaning, they must apply to the proper authority for an explanation.

4. Employees must pass the required examination.

5. Persons employed in any service on trains are subject to the rules.

6. Employees, while on duty, must wear the prescribed badge or uniform, and be neat in appearance.

7. The use of intoxicants, while on duty, is prohibited. Their habitual use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

8. The use of tobacco by employees when in and about passenger stations, or by passenger trainmen when on duty is prohibited.

9. Persons authorized to transact business at stations or on trains must conduct themselves in a quiet and orderly manner, without annoyance to passengers.

10. In case of danger to the Company's property employees must unite to protect it.

11. Employees must render all the assistance in their power in carrying out the rules and special instructions.

12. Any violation of the rules must be reported.

TRAIN RULES.

TRAIN RULES.

STANDARD TIME.

312. Observatory Standard Time is the only recognized standard, and will be transmitted from Naval Observatory, Washington, D.C., to the designated offices.

313. The Standard Time will be telegraphed to all points from the designated offices at 12 o'clock noon (Eastern time), daily.

314. Certain clocks will be designated as Standard Clocks. (*See time table.*)

315. Conductors and enginemen must not take time from any clock unless it is designated as a Standard Clock.

316. Each conductor and engineman must have a reliable watch which has been examined and certified to on a prescribed form, by a designated inspector, and must file such certificate with the Superintendent before he is allowed to go on duty. Watches must be examined and certificates renewed every six months.

(*Form of Certificate*)

CERTIFICATE OF WATCH INSPECTOR.

This is to certify that on.....18...
the watch of .....
employed as.....

on the Canada Atlantic and Ottawa, Arnprior & Parry Sound Railways has been examined and found to be a reliable and accurate time-piece, and in such repair as will, in my judgment, with proper usage, enable it to run within a variation not to exceed 30 seconds per week.

Name of Maker.....
Brand .....
Number of Movement .....
Gold or Silver .....
Open or hunting case .....
Stem or key winding .....

Signed,

.....
Inspector.

Address.....

317. Each conductor and engineman must compare his watch with the designated Standard Clock before starting on each trip, and register his name and the time he compared his watch in the proper column in the train register.

318. Conductors, enginemen, flagmen, yard-masters and yard-foremen whose duties prevent them from having access to a Standard Clock must compare their watches daily with those of conductors and enginemen who have Standard Time, and have registered as provided in Rule 317.

318 (A). Conductors and enginemen of trains laying up over night, and not having an opportunity to compare their watches with other conductors and enginemen who have Standard Time, will call for and receive Standard Time from offices designated as having Standard Clocks, before commencing their runs.

TIME-TABLES.

319. A Time-table is the general law governing the time of all regular trains at all stations. The times given for each train on the Time-table is the Schedule of such train. Train despatchers on their respective divisions will require an acknowledgment from conductor and engineman of the receipt of a new time-table before they are permitted to start on an engine or train.

320. Each Time-table, from the moment it takes effect, supersedes the preceding Time-table and all special instructions relating thereto. A train of the preceding Time-table loses its rights, and can thereafter proceed only by special orders.

A train of the new Time-table is one which is due to start from its initial point, on any division, after the Time-table takes effect.

321. Upon the Time-table not more than two sets of figures are shown for a train at any point. When two times are shown, the earlier is the arriving time and the later the leaving

time. When one time is shown it is the leaving time unless otherwise indicated.

Regular meeting or passing points are indicated on the Time-table by figures in **full-faced type.**

Both the arriving and leaving time of a train are in **full-faced type** when both are meeting or passing times, or when one or more trains are to meet or pass it between those times.

Where there are more trains than one to meet or pass a train at any point, attention is called to it by a letter and reference to foot note.

In all cases trains are required to clear and follow as per Rules 385 to 390, inclusive.

322. On the Time-table the words "daily," "daily, except Sunday," etc., printed at the head and foot of the schedule of a train, indicate when it shall run. The following signs placed before the figures indicate :

"s"—regular stop.

"f"—stop on signal to receive or discharge passengers or freight :

"¶"—stop for meals.

Trains are designated by numbers, and their class indicated on the Time-tables.

SIGNAL RULES.

SIGNALS.

323. All employees whose duties may require them to give signals, must provide

themselves with the proper appliances, and keep them in good order and always ready for immediate use.

324. Flags of the proper color must be used by day, and lamps of the proper color by night or whenever from fog or other cause the day signals cannot be clearly seen.

325. **Red** signifies **danger,** and is a signal to **stop.**

326. **Green** signifies **caution,** and is a signal to **go slowly.**

327. **White** signifies **safety,** and is a signal to **go on.**

328. Green and white is a signal to be used to stop trains at flag stations for passengers or freight.

329. Blue is a signal to be placed on a car or an engine to forbid its being moved. (*See Rule 338.*)

330. A torpedo, placed on the top of the rail, is a signal to be used **in addition** to the regular signals.

The explosion of **one** torpedo is a signal to **stop** immediately; the explosion of **two** torpedoes not more than two hundred feet apart is a signal to **reduce speed** immediately, and look out for a danger signal.

Torpedoes must not be placed near stations or road crossings where persons are liable to be injured.

331. A fusee is a signal which may be used in addition to the torpedoes or other signals.

332. A flag or lamp swung across the track, a hat or any object waved violently by any person on the track, signifies danger, and is a signal to stop.

TRAIN SIGNALS.

333. A train, while running, must display two green flags by day and two green lights by night, one on each side of the rear of the train, as Markers, to indicate the rear of the train. Yard engines will not display Markers.

334. A train running after sunset, or when obscured by fog or other cause, must display the head-light in front, and two or more red lights in the rear. Yard engines must display two green lights instead of red, except when provided with a head-light on both front and rear.

335. Each car on a passenger train while running must be in communication with the engine by a bell-cord or an equivalent appliance.

336. Two green flags by day and night, and, in addition, two green lights by night, displayed in the places provided for that purpose on the front of an engine, denote that the train is followed by another train, running on the

same schedule and entitled to the same time-table rights as the train carrying the signals.

337. Two white flags by day and night, and, in addition, two white lights by night, displayed in the places provided for that purpose on the front of an engine, denote that the train is an extra. These signals must be displayed by all extra trains, but not by yard engines.

338. A blue flag by day and a blue light by night, placed on or at the end of a car, engine or train, denote that workmen are at work under or about the car, engine or train. The car, engine or train thus protected must not be coupled to or moved until the blue signal is removed by the person who placed it.

When a car, engine or train is protected by a blue signal, other cars must not be placed in front of it, so the blue signal will be obscured, without first notifying the workman, that he may protect himself.

WHISTLE SIGNALS.

339. One long blast of the whistle (thus——) is the signal for approaching stations, railroad crossings and junctions.

340. One short blast of the whistle (thus, —) is the signal to apply the brakes—stop.

341. Two long blasts of the whistle (thus, —— ——) is the signal to throw off the brakes.

342. Two short blasts of the whistle (thus, – –) is an answer to any signal, except "train parted."

343. Three long blasts of the whistle (thus, —— —— ——), to be repeated until answered as provided in Rule No. 362, is a signal that the train has parted.

344. Three short blasts of the whistle (thus, – – –) when the train is standing (to be repeated until answered, as provided in Rule No. 361) is a signal that the train will back.

345. Four long blasts of the whistle (thus, —— —— —— ——) is the signal to call in a flagman from the west or south.

Four long followed by one short blast of the whistle (thus, —— —— —— —— –) is the signal to call in a flagman from the east or north.

346. Four short blasts of the whistle (thus, – – – –) is the engineman's call for signals, from switch tenders, watchmen, trainmen and others.

347. Five short blasts of the whistle (thus, – – – – –) is a signal to the flagman to go back and protect the rear of the train.

348. One long followed by two short blasts of the whistle (thus, —— – –) is a signal to be given by trains on single track, when displaying signals for a following train, to call the attention of trains of the same or inferior class

to the signals displayed. Trains thus notified will reply as per Rule 342. If no reply is made the train displaying the signals must stop at once, and not proceed until the signals are acknowledged.

349. Two long followed by two short blasts of the whistle (thus, —— —— – –) is the signal for approaching road crossings at grade, and to be used by Extra trains when approaching and rounding curves.

349 (A). One long followed by three short blasts of the whistle (thus, —— – – –) to be used by enginemen to notify trackmen of fires in their sections, and in all such cases, the section foreman with his men will proceed at once, until they find the fire, and do all in their power to extinguish it.

350. A succession of short blasts of the whistle is an alarm for persons or cattle on the track, and calls the attention of trainmen to danger ahead.

BELL-CORD SIGNALS.

351. One tap of the signal-bell, when the train is standing, is the signal to start.

352. Two taps of the signal-bell, when the train is running, is the signal to stop at once.

353. Two taps of the signal-bell, when the train is standing, is the signal to call in the flagman.

354. Three taps of the signal-bell, when the train is running, is the signal to stop at the next station.

355. Three taps of the signal-bell, when the train is standing is the signal to back the train.

356. Four taps of the signal bell, when the train is running, is the signal to reduce speed.

356 (A). Four taps of the signal-bell, when standing, is the signal for engineman to test air-brakes.

357. When one tap of the signal-bell is heard while a train is running, the engineman must immediately ascertain if the train is parted, and, if so, be governed by Rule No. 403.

358. Signals of the same number of sounds shall have the same significance when given by other appliances than bell-cords and signal-bells.

LAMP SIGNALS.

359. A lamp swung across the track is the signal to stop.

360. A lamp raised and lowered vertically the signal to move ahead.

361. A lamp swung vertically in a circle across the track, when the train is standing, is the signal to move back.

362. A lamp swung vertically in a circle at arm's length across the track when the train is running, is the signal that the train has parted.

363. A flag, or the hand, moved in any of the directions given above, will indicate the same signal as given by a lamp.

FIXED SIGNALS.

364. Fixed signals are placed at junctions, railway crossings, stations and other points as required. Special instructions will be issued indicating their position and use.

RULES GOVERNING THE USE OF SIGNALS.

365. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a danger signal, and the fact reported to the Superintendent and Chief Train Despatcher.

366. The unnecessary use of either the whistle or the bell is prohibited. They will be used only when required by rule or law, or when necessary to prevent accident.

367. (Omitted.)

368. When a danger signal (except a fixed signal) is displayed to stop a train, it must be acknowledged as provided in Rule No. 342.

369. The engine-bell must be rung before an engine is moved.

370. The engine-bell must be rung for a quarter of a mile before reaching every public road crossing at grade, and until it is passed, and when running through streets of towns, and while passing all stations ; and the whistle must be sounded at all whistling posts. See Sec. 256 Railway Act of '88, appended.

371. When two or more engines are coupled to the head of a train, the leading engine only shall display the signals as provided in Rules Nos. 336 and 337.

372. One flag or light displayed as provided in Rules Nos. 336 and 337 will be regarded the same as if two were displayed ; but conductors and enginemen will be held responsible for the proper display of all train signals.

373. When a train is being pushed by an engine (except when shifting and making up trains in yards) a white light must be displayed on the front of the leading car at night, or when the train is obscured by fog or other cause.

374. When a train turns out to meet or be passed by another train the red lights must be removed and green displayed as soon as the track is clear, but the red must again be displayed before returning to its own track.

Head-lights on engines, when on side tracks, must be covered as soon as the track is clear and train has stopped, and also when standing at the end of double track.

374 (A). When there is more than one train to take the siding, the engineman of the first train must not cover his headlight until all trains are on the siding, and the switches set for the main track. The conductor of the train last taking the siding must see that the engineman of the head engine is duly notified in such a manner as not to be misunderstood when his train is all in and the track clear, and that the headlight may be covered without delay. The main track will be considered obstructed while the headlight is shown, but this will not relieve conductors from protecting their trains by flag.

374 (B). When an engine heads in on cars in a siding to clear the main track for an opposing train, thereby obscuring the headlight, a flagman must be sent ahead for a safe distance to stop the opposing train until the main track is clear.

375. The combined green and white signal is to be used to stop a train only at the flag stations designated by the schedule of that train. When it is necessary to stop a train at a point that is not a flag station for that train, a red signal must be used.

376. White signals must be used by watchmen at public road and street crossings to prevent persons and teams from crossing when trains are approaching. Danger signals must be used only when necessary to stop trains.

377. (Omitted.)

378. (Omitted.)

TRAIN RULES.

CLASSIFICATION OF TRAINS.

379. Whenever the word train is used it must be understood to include an engine in service with or without cars, equipped with signals as provided in Rules 333 and 334. Regular trains are those represented on the Time-table, and may consist of one or more sections. All sections of a train, except the last, must display signals as provided in Rule No. 336. Extra trains are those not represented on the Time-table.

380. All regular trains are classified on the Time-table with regard to their priority of right to the track; trains of the first-class being superior to those of the second and all succeeding classes, and trains of the second class being superior to those of the third and all succeeding classes; and so on indefinitely.

381. Extra trains may be distinguished as:

Passenger extra ;
Freight extra ;
Work Train Extra.

382. All extra trains are of inferior class to all regular trains of whatever class.

MOVEMENT OF TRAINS.

383. **A train of inferior class must in all cases keep out of the way of a train of superior class.**

384. On single track, all trains in one direction, specified in Time-table, have the absolute right of track over trains of the same class running in the opposite direction.

385. When trains of the same class meet on single track, the train not having right of track must take the siding and be clear of the main track before the leaving time of the opposing train ; but such train must not pass the switch to back in on a siding until after the arrival of the opposing train, unless otherwise directed by special instructions. When necessary to back in on the siding, before passing the switch, a flagman must be sent out in the direction of the opposing train as per Rule No. 399.

385 (A). At a meeting point between trains of the same class, if the expected train has not arrived the train having the right of track will wait three minutes beyond its departing time

and then proceed, keeping three minutes behind its schedule time at each succeeding station until the expected train is met. **This three minutes is for variation of watches and must not be used by either train.**

At meeting points under time orders trains will be governed by this rule as to variation of watches.

386. When a train of inferior class meets a train of superior class on single track, the train of inferior class must take the siding and clear the train of superior class ten minutes. A train of inferior class must keep ten minutes off the time of a train of superior class following it.

A train must not arrive at a station where only the leaving time is shown more than five minutes in advance of its schedule leaving time.

387. A train must not leave a station to follow a passenger train until ten minutes after the departure of such passenger train, unless some form of block signal is used.

388. Passenger trains following each other must keep not less than ten minutes apart, unless some form of block signal is used.

389. Freight trains following each other must keep not less than ten minutes apart (except in closing up at stations or at meeting and passing points) unless some form of block signal is used.

390. A train must not leave a station expecting to meet or to be passed at the next station by a train having the right of track, unless it has ample time to reach such station, and clear the track as per Rules Nos. 385 and 386.

391. A train not having right of track must be entirely clear of the main track by the time it is required by rule to clear an opposing train or a train running in the same direction; failing to do so, it must be immediately protected, as provided in Rule No. 399.

392. Except at meeting or passing points, as provided in Rules Nos. 385 to 391, inclusive, a train must not arrive at a station in advance of its schedule arriving time, when shown.

A train must not leave a station in advance of its schedule leaving time.

393. All trains must stop at schedule meeting or passing points on single track, if the train to be met or passed is of the same class, unless the switches are plainly seen to be right and the track clear. The point at which a train should stop is the switch used by the train to be met or passed in going on the siding.

When the expected train of the same class is not found at the schedule meeting or passing point, the train having right of track must approach all sidings prepared to stop, until the expected train is met or passed.

394. All trains must approach stations not protected by semaphore, the end of double track, junctions, railroad crossings at grade, and drawbridges, prepared to stop, and must not proceed until the switches and signals are seen to be right, and the track is plainly seen to be clear. Where required by law, all trains must stop. (See Secs. 255 and addition, 257 and 258 Railway Act of 1893 appended.)

394 (A). Trains must not exceed six miles per hour over drawbridges, or ten miles per hour over railroad crossings at grade.

395. A train must not leave its initial station on any division, or a junction, or pass from double to single track, until it is ascertained that all trains due, which have the right of track over it, have arrived or left.

396. No train will start from its initial point without a movement order from the Chief Train Despatcher, or a clearance card signed by the operator. The issue of clearance cards must be authorized by the train despatcher, except when wires are not working, when the operator may issue such without authority. The conductor and engineman must each have a copy of such card before proceeding.

397. (Omitted.)

398. When it is necessary for the flagman to go back to protect the rear of his train, the next brakeman must immediately take the

flagman's position on the train, and remain there until relieved by the flagman; and on passenger trains the baggage master must take the place of the front brakeman whenever necessary.

399. When a train is stopped by an accident or obstruction, or fails to make its running time, the flagman must immediately go back with danger signals to stop any train moving in the same direction. At a point 2,000 feet (13 telegraph poles) from the rear of his train he must place **one** torpedo on the rail; he must then continue to go back at least 3,000 feet (20 telegraph poles) from the rear of his train, and place **two** torpedoes on the rail ten yards apart (one rail length), when he may return to a point 2,500 feet (17 telegraph poles) from the rear of his train, and he must remain there until recalled by the whistle of his engine; but if a passenger train is due within **ten** minutes, he must remain until it arrives. When he comes in he will remove the torpedo nearest to the train, but the **two** torpedoes must be left on the rail as a caution signal to any following train.

If the accident or obstruction occurs upon single track, and it becomes necessary to protect the front of a train, or if any other track is obstructed, the fireman must go forward, and use the same precautions. If the fireman is unable to leave the engine, the front brakeman must be sent in his place.

399 (A) On descending grades, or during blinding storms or fog, the flagman must go as much farther than the distance named in Rule 399, as will insure absolute safety, placing the torpedoes at relatively greater distance from the obstruction.

400. When a train is standing or moving on a grade the rear car must not be left without a man at the brakes to see that cars do not run back if the train breaks loose.

401. Conductors and enginemen are required to inform themselves at stations and elsewhere, if possible, as to the time of departure of preceding trains. Agents, switchmen, trackmen or trainmen can give such information when trains do not stop, by distinct motions of the arm, or by displaying fingers indicating the number of minutes the preceding train has been gone. **Both arms** thrown up about **two feet apart** indicates that a train is but a short distance ahead, and that **caution** must be used.

402. When it is necessary for a train on a double track to cross over to the opposite track, a flagman must be sent out with danger signals, as provided in Rule No. 399.

403. If a train should part while in motion, trainmen must use great care to prevent the detached parts from coming into collision. Enginemen must give the signal as provided

in Rule No. 343, and keep the front part of the train in motion until the detached portion is stopped.

The front portion will have the right to go back, regardless of all trains, to recover the detached portion, first sending a flagman with danger signals sixteen telegraph poles in the direction in which the train is to be backed, and running with great caution, at a speed not exceeding four miles per hour. On single track all the precautions required by the rules must also be taken to protect the train against opposing trains. The detached portion must not be moved or passed around until the front portion comes back. This rule applies to trains of every class.

It will be the duty of the conductor and brakeman on the rear portion of the train to apply the brakes and stop it as soon as possible, and protect it as per Rule 399. If practicable a man must be sent to meet the returning portion of the train to assist the engineman back to the detached portion. The brakeman on the front portion of the train must notify the engineman as soon as the train has parted, as provided in Rule 362, and must not apply brakes until signalled to do so by the engineman. The conductor will be held responsible for the proper placing of his men, and for the handling of his train, and he must know that his men understand what is expected of them when the train has parted. The engineman will have charge of the brakemen who may be

on the front portion of the train, and they must obey his orders.

When it is known that the detached portion has been stopped, and the whole occurrence is in plain view, no curves or other obstructions intervening, so that signals can be seen from both portions of the train, the conductor and engineman may arrange for the recoupling, using the greatest caution.

404. When a train is being pushed by an engine (except when shifting and making up trains in yards) a flagman must be stationed in a conspicuous position on the front of the leading car, to immediately signal the engineman in case of danger. See Sec 260 Railway Act appended.

404 (A). In no case shall a train be backed over a public crossing or highway except where crossing gates or a flagman are stationed unless there is a man on the rear car, or on the ground ahead of the car, to see that the crossing is clear; nor must a car be cut loose and allowed to run over a public crossing or highway unless there is a man on the car, and in each case only after proper signals have been given. At night the man on such train or car must have a light.

Trains must not stand on highway crossings to exceed five minutes. In cutting trains to open highway crossings, or leaving cars at stations, neither engines nor cars must be allowed to stand on any portion of the highway.

405. A train starting from its initial station on each division, or leaving a junction, when a train of the same class running in the same direction is overdue, will proceed on its own time and rights, and the overdue train will run as provided in Rule 388 or 389.

406. A train which is delayed, and falls back on the time of another train of the same class, does not thereby lose its rights.

407. Regular trains twelve hours or more behind their schedule time lose all their rights.

408. A train overtaking another train of the same or superior class, disabled so that it cannot move, will pass it, and, if necessary to enable it to proceed, will take the rights and the orders of the disabled train, and proceed to the first open telegraph office, where it will report to the Chief Train Despatcher. The disabled train will take the rights and orders of the last train passing it, with which it exchanged rights or orders, and proceed until the first open telegraph office is reached.

409. All messages or orders respecting the movement of trains, or the condition of track or bridges, must be in writing.

410. Trains must not display signals for a following train without orders from the Chief Train Despatcher or other authority designated by the Superintendent.

411. Extra trains must not be run on single track without an order from the Chief Train Despatcher.

412. When signals displayed for a following train on single track are taken down at any point before the following train arrives, the conductor must inform the Chief Train Despatcher promptly by telegraph, and also the operator or switchtender; and the latter, unless there is some other provision for the purpose, must notify all opposing trains of the same or inferior class leaving that point before the train arrives for which signals were displayed.

If signals are taken down at a point where there is no operator, switchtender or other provision for the purpose, the conductor must notify all opposing trains of the same or inferior class until he reaches the next telegraph office, when he must inform the Chief Train Despatcher; and the operator, unless there is some other provision for the purpose, must notify all opposing trains of the same or inferior class until directed otherwise by the Chief Train Despatcher.

If the train for which signals were displayed leaves the main line at a point where there is no operator, switchtender, or other provision for the purpose, a flagman must be left to notify opposing trains that it has arrived.

413. Work trains will be run as extras under special orders, and will be assigned working limits.

414. Great care must be used by the enginemen and trainmen of a train approaching a station where any train is receiving or discharging passengers.

415. (Omitted.)

416. (Omitted.)

417. Conductors will be held responsible for the proper adjustment of the switches used by them and their trainmen.

Whoever opens a switch shall remain at it until it is closed, unless relieved by some other competent employee.

When there is more than one train to use a switch, it must not be left open unless one of the trainmen of the following train is at the switch and takes charge of it.

417 (A). When a train backs in on a siding to meet or be passed by another train, the engineman, when his engine is clear of the main track, will see that the switch is properly set for the main track.

417 (B). Conductors and Enginemen are prohibited from making flying shunts except at sidings which are connected only at one end; and in such cases the train must be stopped before uncoupling. The switch and car brakes must be tested and the cars must be run slowly with a man at the brakes.

418. (Omitted.)

419. A train must not start without a signal from its conductor.

420. Conductors and enginemen will be held equally responsible for the violation of any of the rules governing the safety of their trains, **and they must take every precaution for the protection of their trains, even if not provided for by the rules.**

421. **In all cases of doubt or uncertainty take the safe course and run no risks.**

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RULES

for the

Movement of Trains

by

TELEGRAPHIC ORDERS.

RULES FOR THE MOVEMENT OF TRAINS BY TELEGRAPHIC ORDERS.

450. Special orders, directing movements varying from or additional to the time-table, will be issued by the authority and over the signature of the Chief Train Despatcher. They are not to be used for movements that can be provided for by rule or time-table. They must not contain information or instructions not essentially a part of them.

They must be brief and clear, and the prescribed forms must be used when applicable; and there must be no erasures, alterations or interlineations.

451. Each order must be given in the same words to all persons or trains directly affected by it, so that each shall have a duplicate of what is given to the others.

452. Orders will be numbered consecutively for each day as issued, beginning with No. 1 at midnight.

453. Orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to a person acting as pilot. A copy for each person addressed must be supplied by the operator.

454. Each order must be written in full in a book provided for the purpose at the Chief Train Despatcher's office; and with it must be recorded the names of trainmen and others who have signed for the order; the time and signals, showing when and from what offices the order and responses were transmitted; and the train despatcher's initials. These records must be made at once on the original copy, and not afterward, from memory or memoranda.

455. The terms "superior right" and "inferior right" in these rules refer to the rights of trains under the Time-table and Train Rules, and not to rights under Special Orders.

456. When an order is to be transmitted, the signal "31" (as provided in Rule 459) or the signal "19" (as provided in Rule 461) meaning "Train Order," will be given to each office addressed, followed by the word "copy," and a figure indicating the number of copies to be made, if more or less than three,—thus, "31 copy 5," or "19 copy 5."

457. An order to be sent to two or more offices must be transmitted simultaneously to as many as practicable. The several addresses must be in the order of superiority of rights of trains, and each office will take only its proper address. When not sent simultaneously to all, the order must be sent first for the train having the superior right of track.

458. Operators receiving orders must write them out in manifold during transmission, and make the requisite number of copies at one writing, or trace others from one of the copies first made.

459. When an order has been transmitted, preceded by the signal "31," operators receiving it must (unless otherwise directed) repeat it back at once from the manifold copy, and in the succession in which their several offices have been addressed. Each operator repeating must observe whether the others repeat correctly. After the order has been repeated correctly by the operators required at the time to repeat it, the response "O.K.," authorized by the train despatcher, will be sent, simultaneously, to as many as practicable, naming each office. Each operator must write this on the order, with the time, and then reply "i i O K" with his initials and office signal.

Those to whom the order is addressed, except enginemen, must then sign their names to the copy of the order to be retained by the operator, and he will send their signatures to the Chief Train Despatcher. The response "complete," with the Chief Train Despatcher's initials, will then be given, when authorized by the train despatcher. Each operator receiving this response will write on each copy the word "complete," the time, and his last name in full, and will then deliver a copy to each person

included in the address, except enginemen, and each must read his copy aloud to the operator. The copy for each engineman must be delivered to him personally by the conductor, and the engineman must read it aloud to the conductor, and understand it before acting upon it.

459 (A). Conductors will show their orders to the brakemen, and the engineman to the fireman.

460. For an order preceded by the signal "31," "complete" must not be given to the order for delivery to a train of inferior right until "O K" has been given to and acknowledged by the operator who receives the order for the train of superior right. Whenever practicable, the signature of the conductor of the train of superior right must be taken to the order, and "complete" given before the train of inferior right is allowed to act on it.

After "O K" has been given and acklowledged, and **before** "complete" has been given, **the order must be treated as a holding order for the train addressed,** but must not be otherwise acted on until "complete" has been given.

If the line fails before an office has received and acknowledged "O K" to an order preceded by the signal "31" the order at that office is of no effect, and must be there treated as if it had not been sent.

461. When an order has been transmitted, preceded by the signal "19," operators receiving it must (unless otherwise directed) repeat it back at once from the manifold copy, and in the succession in which the several offices have been addressed. Each operator repeating must observe whether the others repeat correctly. After the order has been repeated correctly, the response "complete," with the Chief Train Despatcher's initials, will be given, when authorized by the train despatcher. Each operator receiving this response must write on each copy the word "complete," the time, and his last name in full, and reply "i i complete" with his initials and office signal, and will personally deliver the order to the persons addressed without taking their signatures.

462. For an order preceded by the signal "19" "complete" must be given and acknowledged for the train of superior right before it is given for the train of inferior right.

If the line fails *before an office has received and acknowledged the "complete"* to an order preceded by the signal "19," the order at that office is of no effect, and must be treated as if it had not been sent.

463. The order, the "O K" and the "complete" must each, in transmitting, be preceded by "31" or "19" as the case may be, and the number of the order, thus, "31, No. 10," or "19, No. 10." In transmitting the sig-

nature of a conductor or engineman, it must be preceded by "31," the number of the order and the train number, thus, "31, No. 10, Train No. 5." After each transmission and response the sending operator must give his initials and office signal.

464. The operator who receives and delivers an order must preserve the lowest copy. On this must appear the signatures of those who sign for the order, and on it he must record the time when he receives it, the responses, the time when they are received, his own name, the date and the train number, for which places are provided in the blanks. These copies must be sent to the Chief Train Despatcher.

465. Orders used by conductors and enginemen must be sent by them daily to the Superintendent.

466. Should conductors or enginemen be required to change off before the completion of their trip, they must exchange any special orders they may have. Each must know that his orders are perfectly understood by the other, and must carefully compare orders thus received with those in the hands of the engineman of the train to which he exchanges.

467. For orders delivered at the Chief Train Despatcher's office, the requirements as to record and delivery will be the same as at other points.

468. Orders to persons in charge of work requiring the use of track in yards or at other points, authorizing such use when trains are late, must be delivered in the same way as to conductors of trains.

469. An order to be delivered to a train at a point not a telegraph station, or while the office is closed, must be addressed to

C. and E., No..... (at.....), care of....."

and forwarded and delivered by the conductor or other person in whose care it is addressed. "Complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it, and at once advise the train despatcher of its having been received.

Orders so delivered to a train must be compared by those receiving them with the copy held by the person delivering, and acted on as if "complete" had been given in the ordinary way.

Orders must not be sent in the manner herein provided to trains the rights of which are thereby restricted.

470. When a train is named in an order, all its sections are included unless particular sec-

tions are specified, and each section included must have copies addressed and delivered to it.

471. Meeting orders must not be sent for delivery to trains at the meeting point if it can be avoided; and, never, unless at such meeting point the superior or ruling train is regularly scheduled to stop. (*See second* ¶, *form A.*) When it cannot be avoided, special precautions must be taken by the train despatchers and operators to insure safety.

There should be, if possible, at least one telegraph office between those at which opposing trains receive meeting orders.

An operator must not acknowledge the receipt of an order for a train that is at his station, the engine of which has passed his train order signal, until he has personally notified the conductor and engineman that he has orders for them.

Orders should not be sent an unnecessarily long time before delivery, or to points unnecessarily distant from where they are to be executed. No orders (except those affecting the train at that point) should be delivered to a freight train at a station where it has much work, until after the work is done.

472. A train, or any section of a train, must be governed strictly by the terms of orders addressed to it, and must not assume rights not conferred by such orders. In all other respects it must be governed by the Train Rules and Time-tables.

473. Orders once in effect continue so until fulfilled, superseded or annulled.

Where more than one movement is included in an order, any part of the order specifying a particular movement may be superseded.

Orders held by or issued for a regular train are annulled when such train has lost its rights, as provided by Rules 320 and 407, and other trains will be governed accordingly.

474. A fixed signal, when stations are provided with such, must be used at each train order office, which shall display Red when trains are to be stopped for orders, or to hold trains running in the same direction the required time apart.

When there are no orders the signal must display White or Clear.

When the operator receives the signal 31 or 19, he must immediately display Red, and the signal must not be changed to White or Clear until the object for which Red is displayed is accomplished, except to clear a train which does not stop, and for which there are no orders. As soon as such train has passed the operator will immediately restore the signal to Red.

All trains must come to a stop when a Red signal is displayed to them, and will not pass it when so displayed without receiving a clearance card, although special orders may have been received. If the signal is changed to White or Clear after the train is stopped, the

train will not proceed without an order or clearance card.

Operators must be prepared with other signals, and use them promptly, if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been previously notified must stop and inquire the cause, and report the fact to the Superintendent from the next open telegraph office.

Regular night and day train order offices are designated upon the Time-table; special notice will be given of the opening of temporary offices.

475. Operators will promptly record and report to the Train Despatcher the time of arrival and departure of all trains, and the direction in which extra trains are moving.

476. Regular trains will be designated in orders by their schedule numbers, as "No. 10," or "2nd No. 10," adding engine numbers where practicable; extra trains by engine numbers, as "Extra 798." The direction of the movement of extras will be added, as "East or West," "North or South." Time and train numbers will be stated in words and figures; other numbers in figures only.

477. The following signs and abbreviations may be used:

Initials for signatures of Chief Train Despatcher, Despatchers and Operators.

Such office and other signals as are arranged by the Superintendent.

C & E—for Conductor and Engineman.
O K—as provided in these rules.
Min—for Minutes.
Jct—for Junction.
Frt—for Freight.
No—for Number.
Eng—for Engine.
Sec—for Section
Opr—for Operator.

9—to clear the line for train orders, or operators to ask for train orders.

31 or 19—for Train Order as provided in the rules.

The usual abbreviations for the names of the months and stations.

FORMS

. of .

TRAIN ORDERS.

FORMS OF TRAIN ORDERS.

Form A.—Fixing Meeting Point for Opposing Trains.

———and———will meet at———.

EXAMPLES.

No. one (1) Eng. 40 and No. two (2) Eng. 20 will meet at Alexandria.

No. three (3) Eng. 100 and second (2nd) No. four (4) Eng. 20 will meet at Casselman.

No. six (6) Eng. 60 and Extra 95 East will meet at Eastmans.

Extra 652 West and Extra 231 East will meet at Arnprior.

No. one (1) Eng. 500 will meet No. fifty (50) Eng. 20 at Eastmans and Extra 44 west at Casselman.

Trains receiving this order will, with respect to each other, run to the designated point, and having arrived there will pass in the manner provided by the Rules.

When necessary to send an order to a train having the right to the track at a station named as the meeting point, the following addition to the order will be made, and is notice to the opposing train to approach the meeting point with care and under control, as the train having the right to the track will approach without expectation of a meeting, viz.: "This order will be delivered to train No.....at meeting point."

Form B.—Authorizing a Train to Pass or Run Ahead of Another Train Running in the Same Direction.

(1.)————will pass————at————.

(2.)————will run ahead of————, ———— to————.

EXAMPLES.

(1.)—No. one (1) Eng. 40 will pass No. three (3) Eng. 50 at Greenfield.

(2.)—No. four (4) Eng. 20 will run ahead of No. six (6) Eng. 27 Renfrew to Eganville.

When under this order a train is to pass another, both trains will run according to rule to the designated point, and there arrange for the rear train to pass promptly.

Form C.—Giving a Train of Inferior Right the Right of Track over an Opposing Train of Superior Right.

———— has right of track over ———— ———— to ————.

EXAMPLES.

(1.)—*No. two* (2) *Eng.* 50 *has right of track over No. one* (1) *Eng.* 4 *Coteau to Ottawa.*

(2.)—*Extra* 37 *West has right of track over No. three* (3) *Eng.* 20 *Coteau to Alexandria.*

This order gives a train of inferior right the right of track over one of superior right, to a designated point.

If the trains meet at the designated point, the train of inferior right must take the siding, unless the rules or orders otherwise indicate.

Under this order, as illustrated by example (1), if the train of superior right reaches the designated point before the other arrives it may proceed, provided it keeps clear of the schedule time of the train of inferior right as many minutes as the inferior train was before required by the train rules to keep clear of the superior train.

If the train of superior right, before meeting, reaches a point beyond that named in the order, the conductor must stop the other train where it is met, and inform it of his arrival.

Under example (2) the train of superior right cannot go beyond the designated point until the extra train arrives.

When the train of inferior right has reached the designated point, the order is fulfilled, and the train must then be governed by time-table and train rules, or further orders.

The following modification of this form of order will be applicable for giving a work train the right of track over all other trains, in case of a wreck or break in the track.

EXAMPLE.

Work Train Extra 275 *has right of track over all trains between Ottawa and Carp from seven* (7) *p.m.*

This gives the work train the exclusive right of the track between the points designated.

Form D.—Giving all Regular Trains the Right of Track Over a Given Train.

All regular trains have right of track over——— between———and———.

EXAMPLE.

All regular trains have right of track over No. one (1) Eng. 20 between Coteau and Valleyfield.

This order gives to any regular train of inferior right receiving it the right of track over the train named in the order, and the latter must clear the schedule times of all regular trains, the same as if it were an extra.

Form E.—Time Orders.

(1.)———will run———late———to———.
(2.)———will wait at———until———for———.

EXAMPLES.

(1.) *No. one (1) Eng. 20 will run twenty (20) min. late Parry Sound to Scotia.*

(2.) *No. one (1) Eng. 20 will wait at Galetta until ten (10) a.m. for No. two (2) Eng. 27.*

Form (1) makes the schedule time of the train named, between the points mentioned, as much later as the time stated in the order, and any other train receiving the order is required to run with respect to this later time, the same as before required to run with respect to the regular schedule time. The time

in the order should be such as can be easily added to the schedule time.

Under Form (2) the train of superior right must not pass the designated point before the time given, unless the other train has arrived. The train of inferior right is required to run with respect to the time specified, the same as before required to run with respect to the regular schedule time of the train of superior right.

Form F.—For Sections of Regular Trains.

———will carry signals———to———for———.

EXAMPLES.

No. one (1) Eng. 20 will carry signals Ottawa to Casselman for Eng. 85.

Second (2nd) No. one (1) Eng. 20 will carry signals Ottawa to Maxville for Eng. 90.

This may be modified as follows:

Engines 20, 85 and 90 will run as first (1st), second (2nd) and third (3rd) sections of No. one (1) Ottawa to Alexandria.

For annulling a section:

Eng. 85 is annulled as second (2nd) section of No. one (1) from Casselman.

If there are other sections following add:

Following sections will change numbers accordingly.

The character of a train for which signals are carried may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

Form G.—For arranging a Schedule for an Extra Train.

Eng.———will run extra, leaving ——— on——— on the following schedule, and will have the right of track over all trains:

Leave ———.

———.

Arrive ———.

EXAMPLE.

Engine 77 will run extra, leaving Parry Sound on Thursday, Feb. 17th, on the following schedule, and will have the right of track over all trains:

Leave Parry Sound eleven-thirty (11.30) p.m.
" Scotia Jct. twelve twenty-five (12.25) a.m.
" Canoe Lake one-forty-seven (1.47) a.m.
Arrive Madawaska two-twenty-two (2.22) a.m.

This may be varied by specifying particular trains over which the extra shall or shall not have right of track, and any train over which the extra is thus given the right of track must clear its time as many minutes as such train is required to clear the schedule time of a first-class train.

Form H.—Extra Trains.

———will run extra———to———.

EXAMPLE.

(*a.*) *Eng. 99 will run extra Ottawa to Coteau.*

A train receiving an order to run extra is not required to guard against opposing extras, unless directed by order to do so, but must keep clear of all regular trains, as required by rule.

A "work train" is an extra, for which the above form will be used for a direct run in one direction. The authority to occupy a specified portion of the track, as an extra while working, will be given in the following form:

(*b.*) *Eng. 292 will work extra seven (7) a.m. until six (6) p.m., between Madawaska and Whitney.*

The working limits should be as short as practicable, to be changed as the progress of the work may require. The above may be combined, thus:

(*c.*) *Eng. 292 will run extra Madawaska to Whitney, and work extra seven (7) a.m. until six (6) p.m. between Whitney and Canoe Lake.*

When an order has been given to "work" between designated points, no other extra must be authorized to run over that part of the track without provision for passing the work train.

When it is anticipated that a work train may be where it cannot be reached for meeting or passing

orders, it may be directed to report for orders at a given time and place, or an order may be given that it shall clear the track for, or protect itself after a certain hour against, a designated extra, by adding to example [*b*] the following words:

(d.) And will keep clear of (or protect itself against) Extra 223, west, between Whitney and Canoe Lake, after two ten (2.10) p.m.

In this case, extra 223 must not pass the eastern-most station before 2.10 p.m., at which time the work-train must be out of the way, or protecting itself [as the order may require] between these points.

When the movement of an extra train over the working limits cannot be anticipated by those or other orders to the work train, an order must be given to such extra, to protect itself against the work train, in the following form:

(*e.*) *Extra 76 will protect itself against work train extra 95, between Eganville and Renfrew.*

A train receiving this order must run carefully within the limits named, under protection of a flag at least half a mile in advance.

This may be added to the order to run extra.

A work train when met or overtaken by an extra must allow it to pass without unnecessary detention.

When the conditions are such that it may be considered desirable to require that work trains shall at all times protect themselves while on working limits,

this may be done under the following arrangements. To example (*b*) add the following words:

(*f.*) *Protecting itself against all trains.*

A train receiving this order must, whether standing or moving, protect itself within the working limits [and in both directions on single track] against all trains, in the manner provided in Rule 399.

When an extra receives orders to run over working limits it must be advised that the work train is within those limits, by adding to examnle [*a*] the words:

(*g.*) *Eng. 292 is working extra between Eganville and Renfrew.*

A train receiving this order must run expecting to find the work train protecting itself within the limits named.

Form J.—Holding Order.

Hold———at———.

EXAMPLES.

(1.) *Hold No. two* (2) *Eng.* 20 *at Alexandria.*
(2.) *Hold all trains east at Alexandria.*

As any order for which "O K" has been given and acknowledged operates as a holding order for the train to which it is addressed, this form will only be used in special cases, to hold trains until orders can be given, or for some other emergency. The reason for holding may be added, as "for orders."

This order is not to be used for holding a train, while orders are given to other trains against it, which are not at the same time given to it in duplicate. It must be respected by conductors and enginemen of trains thereby directed to be held as if addressed to them. Conductors when informed of the order must sign for it, and their signatures must be sent and "complete" obtained.

When a train has been so held it must not go until the order to hold is annulled, or an order is given in the form:

"———may go."

This must be addressed to the person or persons to whom the order to hold was addressed, and must be delivered in the same manner.

Form K.—Annulling a Scheduled Train.

———of———is annulled.

EXAMPLES.

(1.) *No. one (1) of Feb. 29th, is annulled.*

(2.) *No. three (3) due to leave Ottawa Saturday, Feb. 29th, is annulled.*

Adding "*from Casselman,*" *or* "*between Casselman and Coteau,*" when appropriate.

This order takes away all rights of the train annulled, and authorizes any train or person receiving it to use the track as if the train annulled were not on the Time-table.

If a train is annulled to a point named, its rights beyond that point remain unaffected.

The train despatcher may direct any operator to omit repeating back an order annulling a train, until he has occasion to deliver it.

When a train has been annulled it must not be again restored under its original number by special order.

Form L.—Annulling or Superseding an Order.

"Order No.———is annulled."

This will be numbered, transmitted and signed for as other orders.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:

Annulled by Order No.———.

An order superseding another may be given, adding "*this supersedes Order No.*———," or adding "*instead of*———."

EXAMPLE.

No. one (1) *Eng.* 20 *and No. two* (2) *Eng.* 27 *will meet at Glen Robertson instead of at St. Polycarpe.*

An order that has been annulled or superseded must not be again restored by special order under its original number.

In the address of an order annulling or superseding another order, the train first named must be that to which rights were given by the order annulled or superseded, and when the order is not transmitted simultaneously to all concerned, it must be sent to the point at which that train is to receive it, and the required response first given, before the order is sent for other trains.

Special Instructions

. TO .

Employees.

SPECIAL INSTRUCTIONS TO EMPLOYEES.

EMPLOYMENT AND DEPORTMENT OF EMPLOYEES.

500. Applicants for positions in the service of this Company must be of sound health, and free from physical, mental or moral infirmities.

501. For positions above that of laborer, no person shall be employed who cannot read and write the English language, or who does not possess a knowledge of the rudiments of arithmetic.

502. Minors must not be employed in train, yard or engine service, without the written consent of parent or guardians, together with the approval of the Superintendent, which must be filed with the application for employment.

503. No person defective in hearing, sight or color perception, shall be employed in any branch of the service involving the use of signals or the movement of trains and engines. All persons thus employed will be required to pass an examination as to their hearing, sight, and ability to distinguish colors.

504. No person who is intemperate, dishonest, immoral or otherwise vicious, will be permitted to enter or remain in the service.

505. No person shall be given employment in the service unless satisfactory evidence is produced as to previous record, character and ability.

It is the duty of all officers who are authorized to employ men, to carefully select from among applicants those whose intelligence, appearance, strength and character are such as to justify the belief that their services will be efficient and satisfactory, and who will develop ability sufficient to merit advancement in the service.

506. Employees will not be permitted to smoke about the shops, station buildings, warehouses, or on passenger trains, or among passengers at stations, while on duty, or when in uniform among passengers. This rule will also apply to conductors and brakesmen of freight trains carrying passengers.

507. An employee suspended or discharged for cause from any department or division of the service, must not be employed in any other department without consent, first obtained, from the head of the department from which he was suspended or discharged, subject to the approval of the Superintendent.

508. No person, whatever may be his rank, will be allowed to absent himself from duty,

or to change off with another for a trip, without permission from the head of his department. No employee will be allowed pay when off duty, without special instructions from the General Manager or Superintendent.

509. Boisterous, profane or vulgar language, by employees on or about the premises of the Company, is strictly forbidden, and will be considered just cause for dismissal. Civil, gentlemanly and quiet deportment towards fellow employees, as well as patrons of the road, is required of all employees.

510. All persons in the employ of the Company must devote themselves exclusively to its service, attending during the prescribed hours of the day or night, and residing wherever required, and must promptly obey instructions of executive and general officers, and also orders of heads of their departments, in matters pertaining to their respective branches of the Company's service. No employee will be allowed to engage in any trade, directly or indirectly, for himself or as an agent for others, without special permission from the General Manager or Superintendent.

511. Unless appointed to do so, employees must not receive or pay out money on the Company's account. To use the credit of the Company is forbidden, unless special authority is given by an authorized officer.

Any money received by any person for account of this Company shall be remitted at once, and the prescribed notification of remittance sent as required by current instructions.

512. All employees, especially those in places of trust, are required to report any misconduct or negligence affectiong the interest or safety of the Company.

513. Employees are warned not to attempt to get on the front or rear end of an engine, nor on the end of a car as it approaches them, nor to jump on or off trains or engines in rapid motion, nor to go between cars in motion to uncouple them. These, and all similar acts of imprudence, are forbidden.

No person who is careless of the safety of himself or others will be continued in the service.

514. Employees will be held responsible for the prudent and economical use of all supplies and material furnished them. Order, cleanliness, faithfulness and economy are enjoined upon all, in the care and use of the property, tools, material, etc., entrusted to them.

515. Employees of every grade are warned to see for themselves, before using them, that the machinery and tools which they are expected to use are in proper condition for the service required, and trainmen especially must examine and know for themselves that the brake shafts, hand holds, and other parts and

mechanical appliances which they are to use are in proper condition; if not, to put them in proper condition, or see that they are so put before using them.

516. Great care must be exercised by all persons when coupling cars. Inasmuch as the coupling apparatus of cars or of engines cannot be uniform in style, size or strength, and is liable to be broken, or from various causes to be in such condition as to render it dangerous to expose the hands, arms or persons of those engaged in coupling between them, all employees are *enjoined* before coupling cars or engines to *examine* so as to *know* the kind and condition of draw-heads, draw-bar, link and coupling apparatus; and are prohibited from placing in trains any car with a defective coupling, until they have first reported its defective condition to the yardmaster, conductor or car inspector. Sufficient time is allowed, and may be taken by employees in all cases, to make the examination required.

517. It is dangerous to *assume* that signals given to the engineman or fireman have been seen, or if seen that they will be obeyed, when obedience to such signals on the part of the engineman or fireman is essential to the safety of an employee in the performance of his duty. He must *know* that the signal has been seen, understood and obeyed before placing himself in a dangerous position; otherwise, without such knowledge, he assumes all risk of danger

arising from misunderstanding or disregard of signals.

518. Yardmen, trainmen and all other employees are directed to communicate with the Superintendent if they become aware of any defects in the construction of yard tracks, whereby an accident might occur to men in the discharge of their duties.

519. All are especially cautioned to not walk or stand upon the tracks, except when necessary to do so, and as far as may be possible to prevent the public from going upon the tracks.

520. The acceptance of gratuities or rewards from passengers or other patrons of the Company is forbidden.

521. When persons who are evidently drunk, idiotic or insane are seen in the vicinity of the tracks or stations, they should be carefully guarded from approaching the trains, and as soon as possible be put in custody of the police or other proper authorities.

522. Employees should use every precaution against losses by fire. A frequent cause of fire is that rubbish (such as oily waste, rags or waste paper) is carelessly left to ignite by spontaneous combustion.

523. Whenever it shall come to the knowledge of any official or employee, by published notice or otherwise, that any work or im-

provement is proposed by any county, township, municipal or other authority, which in any way affects this Company, all information upon the subject must at once be sent to the General Manager, together with the notice served, if any, and the Superintendent should also be notified. It is important that the earliest information should be had of any intended improvements, etc., in order that the Company's interests may be fully protected.

524. In case of accident to trains or roadway, employees are required to give their best efforts to clear the road, or to assist as may be required at the time, whether in the line of their usual duty or not. They, especially track and bridgemen, should also notice the condition of all passing trains, and if they observe anything in bad order (as a loose wheel, a defective coupling, or a fallen brake-rod) they should notify the men upon the train by proper signals; also giving a signal to stop, if in their judgment the train is endangered by the defect.

525. All persons entering the service of this Company will be required to sign an acknowledgement that they have read, understand, and do agree to obey the Rules and Regulations of this Company, with respect to their duties. No person will be considered engaged as brakeman until he has been accepted by the Superintendent, and has signed this agreement to observe and comply with all the rules.

TRAIN DESPATCHERS.

526. Train despatchers report to and receive their instructions from the Chief Despatcher.

527. They will issue orders for the movement of trains in the name of the Chief Despatcher; see that they are transmitted and recorded in the manner prescribed in the rules; keep a record, showing the time of arrival and departure of all trains at all open telegraph offices, the time at which the despatchers and operators in their offices go on or off duty, and important incidents occurring while they are on duty; such record to be carefully filed for subsequent reference.

528. They must use care in sending telegraphic orders: Not transmit an order faster than the receiving operator can take and plainly write it. Anticipate the necessity for orders as far as possible, and have them ready for trains; compel a prompt performance of duty on the part of trainmen, with a view to preventing delays, and in the absence of the Chief Despatcher enforce discipline among employees connected with the telegraph department.

529. They must see that nothing is allowed to interfere with the standing of time, as provided in Rule 313.

530. They must not move a train of inferior right, relying upon conductors and enginemen of trains of superior right to report for clearance.

531. They must use great care during foggy and stormy weather, and not depend too much on signals to stop train for orders, especially during a blizzard, and in such cases the signature of the conductor of a Ruling train must be obtained before opposing trains are allowed to move against it.

532. They must see that the rules for the movement of trains by telegraphic orders are complied with.

533. They must see that freight trains are filled to the capacity of engines, and that no more freight trains are run than are actually required.

534. They will attend to the proper distribution of power and cars; so dispose of the available supply as to cause the least practicable mileage of empty cars, and see that cars are promptly forwarded when loaded.

535. They must never go off duty until relieved by another dispatcher, to whom they must deliver a summary of all orders outstanding, and must give any other information necessary for his guidance.

536. Transfer of orders from one despatcher to another shall be in writing in the train order book, dated and timed, with a complete list of unexpired orders; or, if made by telegraph, must be transmitted, understanding returned and "complete" given, before authority is exercised by relieving despatcher.

YARD MASTERS.

537. Yard masters report to and receive their instructions from the Superintendent and Chief Despatcher. They will also comply with instructions of the station agent.

538. They have charge of yards where they are located, of the men employed by him, and of the movement of trains and cars therein.

539. They must see that train crews and engines are ready for duty, and that trains are made up promptly in the manner as prescribed, to leave at the appointed time.

540. They must not permit a train to start with a conductor, engineman or other trainman who is under the influence of liquor, or otherwise unfit for duty; nor fail to report such occurrence at once to the Superintendent.

541. They must see that the yard is kept in good order; that loaded cars are not unduly delayed; that cars passing are properly inspected, and that all cars requiring shop repairs are promptly sent to the designated shop or repair tracks.

542. They must see that none but proper coupling pins are used for coupling cars. Bolts and other scrap must not be used under any circumstances.

543. They shall assign suitable places at which to keep links and pins, and must not

permit them to be left at other places or scattered about the yard.

544. They must make themselves conversant with the rules governing the use of car seals and weighing of cars, and see that such rules as issued from time to time are enforced, so far as in their power.

545. They must report to the Superintendent all disobedience of rules coming under their notice.

STATION AGENTS.

546. Station agents are under the direction of the Superintendent, and will obey the orders of the Chief Despatcher. They will comply with instructions issued by the Passenger, Freight and Audit Departments, and by all general officers in matters connected with their official duties.

547. They are required to make themselves familiar with all rules of the Company, particularly those which may in any way relate to their duties, and the Company's business affairs must not be divulged except to the proper officers. All proper information, however, must be cheerfully given to the public.

548. They will have charge of the Company's books, papers, buildings, sidings and grounds at their stations, and will be held responsible for the safety and care of all property intrusted to the Company in the transaction of

its business, the courteous behaviour and proper deportment of all employees, and the maintenance of good order at their stations. They will inspect all buildings, grounds, outhouses, etc., under their charge, and see that they are kept clean, tidy, and in safe condition for use.

549. Agents must see that the freight and passenger tariffs, time-tables and all notices to passengers are neatly posted in conspicuous places in their stations. The posting of other advertising matter on the Company's premises is prohibited, except when specially authorized by proper authority, and such matter must be put up only at places designated for the purpose.

550. They will not absent themselves from duty without permission. They are required to know that operators are at their posts at the proper time, and that they attend to their duties in a proper manner, having necessary signals in order and ready for use.

551. Ticket offices must be open at least thirty minutes before the leaving time of passenger or mixed trains.

552. They must not sell tickets to points at which trains do not stop, nor for extra trains without instructions to do so; nor to persons who are not in a condition to take care of themselves (unless accompanied by a proper person), or whose conduct might endanger

their own lives, or jeopardize the safety or protection of other passengers on the train.

553. They will, except when yard masters are employed, be held responsible for the proper position and security of switches at their stations, and must *personally* know that all switches are set and locked on the main track at least *ten minutes* before any regular train is due, and before leaving their stations at night. This is not intended to relieve conductors and others from the care of switches they may use. (See Rule 417.)

Agents must know that their tracks are clear and unobstructed, and stop approaching trains unless *all is right.*

554. They must know that all cars standing on side tracks have their doors closed and fastened, except while loading or unloading; that they are entirely out of the way of passing trains, and in no case without brakes being properly applied. If the brakes are out of order the wheels must be blocked.

555. They must see that the doors of all loaded cars are closed and sealed before being placed in trains; and when loaded with powder, hay or like combustible articles, batten door and windows as protection against fire. It is their duty to report to the Superintendent any neglect, carelessness or wilful disregard of orders on the part of employees or others, when such act is calculated to endanger the safety of the road or trains.

556. They will give conductors prompt directions for the placing of cars, and will see that cars placed for loading are in proper position and condition to receive freight. Cars must not be loaded beyond ten per cent. in excess of their marked capacity, and when cases do occur where shippers load or connecting lines deliver cars in excess of this standard, such cars must not be put in trains without a special order from the Superintendent, to whom such cases must be reported by wire at once.

557. When cars containing perishable property are left at stations short of their destination, in consequence of being out of repair (of which notice must be given to the Superintendent and Chief Despatcher), and such cars cannot be repaired promptly, agents will have the freight promptly transferred.

558. They will be responsible for the proper tallying of all freight forwarded or received.

559. Oils, naptha, benzole, gasoline and tar in barrels will not be loaded in box cars. Stock cars must be used for this purpose, and thoroughly cleaned of all litter before loading. Such freight must not be loaded or unloaded through a freight house, except in day time. Empty oil barrels (old) should also be loaded in stock cars when such cars are available.

560. In shipping grain, coal, coke, ore and other freight that would naturally come in

contact with the outer door, and thus be in danger of loss, the grain doors must be turned down. When cars are used for merchandise, grain doors must be put up out of the way, that they may not interfere with loading or unloading.

561. Agents must prevent the unnecessary and injurious practice of cleating the doors of cars, which are provided with proper fastenings to keep them closed securely when desired, and nothing else is needed for the purpose.

562. Agents will be charged personally with the care of temporary grain doors and grain door boards received in cars, empty or loaded, if the load is taken out at their station, as well as grain doors and boards received from the supply department on requisition. These must be stored in the freight house for safe keeping. Temporary grain doors and boards must be taken out as soon as a car arrives or is unloaded, and accounted for to the Superintendent at the end of each month.

563. Agents must see that stock yards are always kept in good condition for use. Company's stock yards must not be used for feeding or storing pens.

564. Great danger of fire arises from hay in boxes on top of palace stock cars being left exposed by loaders and shippers. Agents loading such cars must see to it personally, that

hay in boxes is properly covered. Conductors must not take such cars from any station unless hay is covered and boxes closed.

CONDUCTORS.

565. Conductors report to and receive their instructions from the Superintendent, and must obey the orders of the Chief Despatcher.

566. The general direction and government of a train, from the time of receiving its passengers or freight until it has arrived at its destination, is vested in the conductor. He is responsible for its safe and proper movement, must be familiar with the duties of all persons employed thereon, so far as they pertain to the rules governing train movement; must exact strict performance of them, and will report to the Superintendent any misconduct, insubordination or neglect of duty of such employees; and all men employed on the train are required to yield a willing obedience to his orders.

In all places and circumstances *the safety of the train* is of the first importance, and nothing must be left undone which will secure it.

567. Before leaving initial points conductors must see that their trains are provided with proper tools and sufficient supplies of all kinds, and that these are kept in good order and not wasted.

568. They, with their men, must be on hand a sufficient length of time before starting to

check their trains, examine and receipt for sealed cars, see to loading passengers, and that all couplings are properly made, necessary signals out, and everything in readiness to start promptly on time. When necessary, they will assist in the switching and making up of their trains.

569. At terminal stations they must obey the orders of the yard master or agent, and will remain with their trains until all passengers have alighted, and render them all needful assistance.

570. Conductors shall require a ticket, pass or cash fare from every person on their trains, except such officers of the Company as the rules governing free travel permit to ride without presenting transportation, and train employees on duty.

571. They must make out promptly at the end of each trip all reports required of them by the several departments. They will strictly observe any special instructions that may be placed upon any of the blanks used for reports, and must see to it that reports are punctually and safely deposited in proper places for mailing. They should keep a memorandum book in which to note the date of any occurrence important to remember, with all details of consequence.

572. In case of accident, resulting in loss of life, injury to persons, or damage to property,

conductors must use the utmost care in making reports, and such records as will enable them to furnish a full and complete statement of all the facts, with the names and addresses of all persons who witnessed or have information concerning the accident.

573. When derailing switches on sidings are placed, they must *at all times*, when not in use, be left open or set for derail.

574. When necessary, conductors of night trains will call day telegraph operators to obtain orders. No excuse will be accepted for delays occasioned by neglect to comply with this rule.

575. Each conductor must know that his train is supplied with danger signals, and his trainmen instructed as to their proper use.

Conductors must also instruct their brakemen as to their duties, see that they perform them, and that they are neat and clean in appearance, and polite to passengers and the public in general.

They will also caution them as to the special dangers of their business, and enjoin them to watchfulness and care in the performance of duty.

576. They must know that the cars in their train have been inspected, and that the brakes, air signal, bell cord and steam heating apparatus are in proper working order. Any omission on the part of the inspectors should be

regarded as a danger to the train, to be at once reported to the Superintendent. They must take a memorandum of all cars composing their trains before starting, examine the brakes, couplings, safety chains, signal cord, etc., so as to know as far as practicable that everything is in order : fit to run ; and inspect them whenever they have an opportunity to do so, particularly when entering or leaving sidings, or waiting other trains. All cars taken into trains at intermediate stations must be examined with extra care. They must use the utmost care to prevent the heating of journals. Any box showing a tendency to heat must receive immediate attention. They must require their trainmen to aid them in examination of their trains.

577. On arrival at a terminal station, or where there is an inspector or foreman of repairs, conductors must report to him any defects in the condition of the cars, or any imperfect action of the brakes during the trip. A written report must also be made to the Superintendent.

578. They will report promptly by telegraph to the Superintendent any defective switch or target lights noticed by the enginemen or trainmen.

579. They will not permit baggage or express or other cars containing freight to be placed in the rear of an occupied passenger,

boarding or other car containing employees, upon any train, except when especially so ordered.

PASSENGER CONDUCTORS.

580. Conductors of passenger trains will invariably require their air brakes to be tested, cylinders and connections examined, and engine signal bell rung from the rear end of train before leaving each division station, which signal shall be answered by two short blasts of the engine whistle, except when use of whistle is prohibited by ordinance, when two taps of the bell will be substituted therefor.

581. Conductors of passenger trains must, after leaving each station where their train stops, pass entirely through them for the collection of tickets and fares, and when stops are made at long intervals they shall frequently pass through and look after the comfort of passengers, and see that trainmen are performing their duties.

582. They must take up tickets at the earliest moment after the train has started, and *cancel each ticket, trip pass, or live stock contract, by punching it as soon as presented.* Great care must be taken with special tickets, half-fare orders and passes, to know that they are presented by the proper persons, and to see that persons over age do not ride on half fare tickets.

583. Conductors and trainmen must attend to the safety and comfort of passengers lawfully on their trains; protect them against rudeness, threatened violence, abusive or obscene language, or annoyance from intoxicated or quarrelsome persons, and must not permit peddlers, beggars or gamblers to ply their vocation on trains. Persons acting offensively toward passengers, whether provided with a ticket or not, and other persons found upon a train without a ticket or pass, and refusing to pay fare upon being required to do so (which requirement must always be made), must be ejected from the train, but strictly in accordance with the Law, only such force being used as may be sufficient for removal, and in no case with unnecessary violence, harsh language or display of ill-temper, or while the train is in motion. Ejection under such circumstances is an act of legal duty, to be performed in a reasonable manner, and at a proper place. Persons should not be ejected at any place where bad weather or unseasonable hours of the night might endanger their lives or safety, and the person ejected must not be a child of tender years, of unsound mind, or in such feeble and helpless condition as to be unable to take care of him or herself at the point of ejection. (See Sec. 248 Railway Act, appended,)

584. If at any time a conductor shall consider it his duty, for particular reasons, to permit a passenger to remain on his train contrary

to the foregoing instructions, a full statement to that effect must be made to the Superintendent, giving reasons for such action. A similar statement must also be made when a passenger is ejected.

585. Conductors are required to keep themselves fully informed as to the time of connecting trains of connecting roads for the information of their passengers, and must also keep in their possession the latest condensed time table issued by the Passenger Department.

586. Conductors and brakemen are expected to render to all travellers such aid and information as they may need, bearing in mind that many matters plain to the experienced need explanation to those who are inexperienced, especially so to the humbler classes, many of whom are ignorant of our customs and unacquainted with our language.

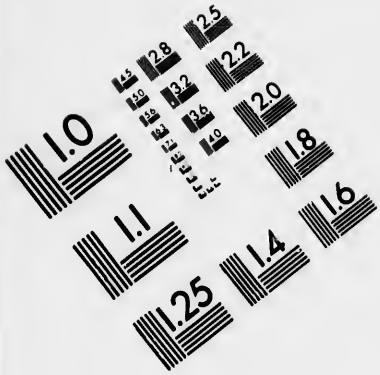
587. They will, if possible, provide all passengers with seats, not permitting any to occupy more seats than tickets entitle them to unless there is room for all. Should there not be sufficient seating room in coaches and chair cars during the day to accommodate all passengers, the conductor may seat passengers in vacant sleeping car space, furnishing the sleeping car conductor with a report showing the number of passengers placed in his car and the stations to and from which they ride. This, however, must not be done when passengers in

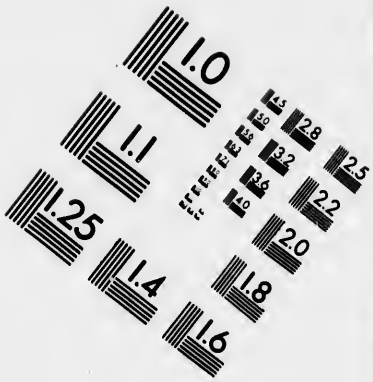
sleeping cars have retired, or to such an extent as to inconvenience regular sleeping car passengers.

588. Immediately after leaving tation at which the train has stopped a tra nan must go to the middle of each coach and announce distinctly: **"The next Station at which this train stops is——,"** naming the station; and again just before reaching the station the name must be **distinctly** called **twice** in each coach **with the doors closed.** If the train stops at a road crossing or drawbridge after the first announcement has been made, the trainmen must call out **Railroad Crossing** or **Drawbridge**, as the case may be, so that passengers may not be misled and attempt to leave the train; also, if any other extra stop is made, the passengers should have immediate notice as follows: **"This is not the Station stop."** These orders are for coaches only. No call should be made in sleeping or drawing room cars except by the conductor or porter of such cars.

589. Before leaving initial points conductors will cause to be announced distinctly in each coach the direction the train is to go, and the principal stations on the route.

590. Conductors will have notice given to passengers in all coaches of the approach to stations at which their trains stop for meals, and of the length of time they will stop therefor.





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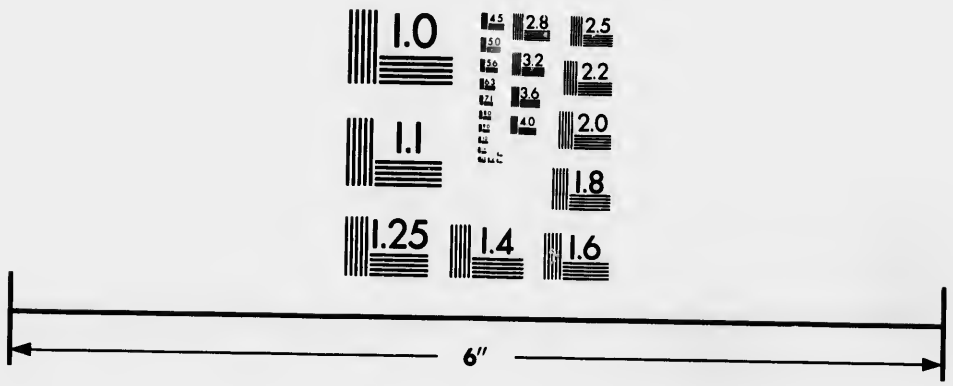

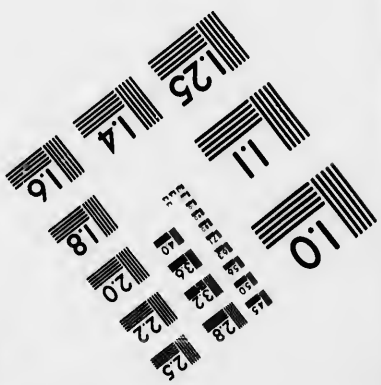

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Before leaving any station at which a train stops for meals, conductors will go to the dining and lunch rooms and give notice of its departure, making sure that passengers are not left for want of notice.

591. Smoking must not be allowed except in smoking cars, and rooms provided for that purpose in chair and sleeping cars.

592. Conductors and trainmen must not occupy seats with passengers, nor engage in conversation with them, further than may be required in the discharge of their duties, and in answering questions politely.

593. Great care must be taken to make as little noise as possible in and about sleeping and chair cars during the night, and every precaution taken to avoid disturbing passengers.

When passing through private cars and dining cars while meals are being served, trainmen must remove their caps.

594. The outside vestibule doors of passenger equipment must be kept closed at all times while running.

595. Train news agents must be provided with proper credentials, signed by the manager of the news company, and must wear badges upon their caps while on trains.

596. Conductors will examine the printed matter for sale by train news agents, and see

that no immoral or obscene papers, or other such literature, nor prize packages of any kind, are offered to passengers.

597. They must report to the Superintendent any instances of misbehavior on the part of news agents, and in the case of wilful or gross misconduct on the part of news agents, the conductor must eject him at the nearest station and report his action to the Superintendent.

598. Conductors and trainmen, except enginemen and firemen on passenger trains, must wear the prescribed uniform while on duty.

FREIGHT CONDUCTORS.

599. Conductors of freight trains will require their brakes to be tested, cylinders and connections examined, and enginemen to apply the air on all working air brake cars before starting from a division station or any point where the air connection may have been cut or broken while switching or otherwise.

600. The proper place for a freight train conductor while his train is in motion is in the cupola of his caboose, if it have one. If the caboose should not be provided with a cupola, he will then maintain such a position, either on the top or inside, as will give him a full view of his train and enable him to see that his men perform their duties, and that they go out promptly when necessary to flag. He must also keep a sharp lookout, especially when

rounding curves. He should not ride in the engine except in case of necessity.

601. Conductors of freight trains will require their brakemen to ride on top of their trains where they can apply the brakes. In very bad weather they may be permitted to go to the caboose or engine to warm themselves, but not more than one man must be away from his post at the same time, and all brakemen must be on top of the train at least one mile before arriving at, and while passing, all stations and stopping places, descending and ascending grades, and at any time when extra precaution is necessary to secure safety.

602. They must not take loaded cars without proper way-bills, or way-bills without the cars. In taking empty cars they **must know** that they are empty. Car numbers and initials must be taken from the cars and **not from way-bills.** While waiting at stations they will require their brakemen to examine the trucks, wheels, brakes, and fastenings of doors and windows, and report defects in them. Trains must not be allowed to block streets or highways longer than five minutes.

603. They must sign all way-bills (noting thereon their sub-division run, date and train), and keep a seal record.

604. Conductors will personally check all freight loaded into cars in their trains at local stations, and will note on way-bills any

shortage or irregularity, taking a memorandum of same, and calling the attention of the agent thereto. Agents will check *out* of cars all freight unloaded at their stations, and will call the conductor's attention to any shortage, bad order or other irregularity, in addition to making proper notations on way-bills.

Freight must in all cases be checked from way-bills.

Conductors, with their brakemen, must make every effort to find missing freight, and give all information possible to agents when freight is short or damaged.

605. After unloading freight from a car containing freight for other stations, conductors must see that articles left in the car are not in a position to fall or to be damaged in any way, and use every effort to prevent injury to freight or cars, particularly while switching.

606. When transferring freight from one car to another at junction or other points short of destination, the party in charge of way-bills must cross out the original car number and initials, both inside and outside of way-bill, inserting the number and initials of the car to which freight is transferred; and in addition note on way-bills: Transferred to car—— at——station (date)——and sign his name.

607. Conductors must see that the doors and windows of all loaded and empty cars are closed and securely fastened, keeping tramps

off and out of the cars at all times; and when trains are moving slowly or standing trainmen must be kept at their posts to see that the contents of cars are not molested.

608. If goods unloaded are found to be damaged, pilfered, mixed or carelessly loaded, conductors will report the fact to the Superintendent, stating full particulars of such improper loading.

609. Freight trainmen are required to do their work thoroughly at stations, bearing in mind that trains are run to handle the traffic of the road, and not merely to make time. The trains, however, are expected to run with regularity, and as nearly on time as the current rules and the necessary work will permit.

610. Conductors must at all times do their work, and place cars at stations as instructed by the agent; and when necessary to disturb cars that are being loaded or unloaded great care must be taken to warn all persons in their vicinity, and opportunity given them to get out of danger, before the cars are moved. When cars are so moved they must be returned to the same position as found, or placed in an equally convenient place for loading or unloading.

If the agent's instructions are unreasonable, the facts should be reported to the Superintendent, but under no circumstances will the conductor undertake to settle the matter by dispute.

611. Conductors must not take cars that are in their judgment improperly or too heavily loaded, or that are not in condition to run with safety.

See rules for agents on this subject (Nos. 555, 556 and 564), and decline to haul cars if the agent fails to comply with instructions.

612. In all cases where a conductor fails to take cars offered by an agent, he will give his reasons for leaving such cars to the agent, who must report the same to the Chief Despatcher by telegraph; a duplicate report should be sent to the Superintendent by letter, giving the number of the engine, number of cars in the train, and condition of the weather.

613. Should a loaded car become disabled or from any cause be set out of a train short of its destination, it should when possible be left, with all way-bills for freight therein, in charge of the agent and reported by wire to the Superintendent and Chief Despatcher. Should it become necessary to leave a car on a siding where there is no agent, the conductor will note on the way-bills, where and why left, and deliver them to the agent at the next station; but no merchandise or light article should be so left if possible to transfer to another car and when such freight cannot be transferred a brakeman or other responsible employe should be left in charge until the freight is moved.

614. Conductors will see that the words "Bad order" are written with chalk on both

sides of bad order cars left at stations and the defective part marked with an **X**, and report all such defective cars to the Superintendent on the regular form.

When broken cars are loaded on flat cars, conductors in making car reports will give the numbers and initials of both cars, stating which is carried.

615. When leaving cars on sidings, conductors **must know** that they are properly secured against running or the possibility of their being blown out on the main track by wind, and that they are left far enough from the main track to clear all passing trains with safety. When leaving cars at stations they must in all cases be put on business tracks, and under no circumstances left on passing tracks without permission from the Superintendent or Chief Despatcher. They will leave one link and two pins with each car they set out, except where the cars are equipped with automatic couplers.

616. Conductors are held responsible for all freight and other property entrusted to them, and must properly deliver it to the agents at the stations to which it is consigned or to the yardmaster at the ends of their runs.

617. Cars or tanks containing oil or other inflammable substances or empty tank cars used for such substances must in no case be hauled next to the engine or caboose when there are other cars in the train, but should be

placed as nearly as possible in the middle of the train, not less than five car-lengths from engine or caboose. Conductors must use great care in handling oils, acids and freight of like nature, and under no circumstances must such freight be loaded with other freight that can be damaged by it. When necessary to load with other freight, it should be placed in a corner of the car most remote from other goods and isolated from all freight not of its own nature.

618. Conductors of trains carrying live stock are required to consult the wishes of stockmen in matters pertaining to the care and comfort of both stock and attendants. Special attention must be given to stock unaccompanied by drovers. In warm weather trainmen will water stock as often as may be necessary without being requested to do so.

619. Conductors of trains carrying live stock must notify the persons in charge thereof where their trains are expected to stop a sufficient length of time to give such persons opportunity to examine it.

620. No freight, except lumber or other carload freight which is not liable to loss or damage, will be delivered at a station where there is no agent, unless the consignee or some duly authorized party is present to receive it, and his receipt must be taken on the way-bill. If the consignee or his representative is not

present any merchandise will be carried to the next station having an agent, who will at once notify the consignee by mail that he holds such freight for delivery. The way-bill must be delivered in all cases to the next station agent beyond the station to which the freight was consigned, who will report all shortage or damage (as noted by conductor) to the forwarding agent and the General Freight Agent, a copy of same report to be sent to the Superintendent. Conductors will never unload, at a station where there is no agent, any freight not covered by way-bills, but will take all such over freight to the next station agent, who will report it.

621. When freight is offered to a conductor at a station where there is no agent, it must be accompanied by complete shipping directions in writing, and the freight must be properly marked. The conductor must hand the shipping directions to the first freight agent beyond, and that agent must immediately make a way-bill for the same, reading from the station at which the freight was received to destination, and must use the current rate in effect between the two points. When the station to which the freight is destined is a prepaid station, and no regular station is passed between the point at which the freight is received and its destination, the conductor must collect the amount of charges from the party delivering the freight, send the auditor a full statement of the facts, and turn the money over, together with the

shipping instructions, to the agent at the first regular station beyond destination. Such agent must send shipping directions back to the first agent beyond the point at which the shipment was received, with the request that he way-bill to the station at which the freight was delivered, and send way-bill to him by mail. When the conductor cannot collect charges the freight and shipping instructions must be taken to the first station at which there is an agent, and delivery made from that point.

622. Conductors will carefully examine all way-bills of carload freight, and if no weighing stamp or other evidence that the freight has been weighed, or notations to weigh in transit, appear on the way-bill, they will call the attention of the agent at the first station having track scales thereto, who, after weighing car and contents, and noting gross, tare and net weight, will correct way-bill. Yardmasters and conductors in weighing cars will use all possible care to obtain correct weights.

623. In placing cars upon scales great care must be taken to see that the weight of other cars does not rest upon the one to be weighed. To avoid this, cars should be uncoupled from the train and weighed separately when necessary.

624. When the capacity of scales is not great enough to weigh a car and contents, it

must be weighed one-half at a time. This can be done by running one set of trucks midway on the scales and weighing one-half of the car, the other half to be weighed in the same manner.

625. When passing, trackmen, conductors and brakemen must watch them until their train has passed, as such men have instructions to watch and signal trains in case anything is wrong with them.

626. Passengers must not be carried on freight trains except by special instructions.

TRAIN BAGGAGEMEN.

627. Train baggagemen report to and receive their instructions from the Superintendent. While on trains they are under the direction of the conductor. At terminal stations they must obey the orders of the station master. They are responsible for the safety of all matter entrusted to their care.

628. It is their duty to receive, take care of and correctly deliver baggage carried on trains.

629. They must report for duty at least thirty minutes before the departing time of their trains, and remain in their cars during the entire trip, except when called upon by the conductor to perform flagging duty, or to take the place of the brakeman. They must also remain in the car a sufficient length of time at

the end of their trips to properly deliver all baggage and other matter in their charge.

630. Great care must be taken with stoves and lamps to avoid damage by fire. Train baggagemen and express messengers are prohibited from removing the stationary lamps in the cars from their proper places.

631. While on duty they must keep the end doors of their cars locked, and not allow any person to enter them except officers, mail agents, express messengers, news agents and trainmen in the discharge of their duties.

632. They must devote their whole time to their duties while on their runs. They must not carry anything in the baggage car unless it is checked, except Company's material and supplies, without receiving instructions to do so from proper authority.

633. They must give close attention to the custody and delivery of letters, way-bills and other Company's mail in their charge, and will give to the government mail bags the same close attention when entrusted to their care. They will report to the Superintendent any irregularities in the receipt or delivery of either government or Company's mail.

634. Train baggagemen or others, before throwing off any package must be sure that it will clear the train, and that there is no person or object in the way which might be struck by it.

BRAKEMEN.

635. Brakemen report to and receive their instructions from the Superintendent, and obey the orders of the Chief Despatcher, and, when on duty, their conductors.

636. It is their duty to be provided with, take care of and properly display train and danger signals, attend to the brakes, assist the conductor in caring for passengers or in loading or unloading freight and baggage, and in all things necessary for the safe and prompt movement of the train.

637. A flagman or brakeman (or the conductor) must, while the train is in motion, remain on the rear car of every train (except when private or official cars are hauled on the rear of passenger trains, when he may take position on the forward end of car), provided with all necessary signals for day or night use.

638. Brakemen must connect the bell-cord or air signal as the case may be with the engine and through the train to the rear platform of the last car, **before starting time of their train.**

639. Brakemen must immediately apply the brakes on signal (except when the train is controlled by the use of air brakes). They will, on approaching stations, so apply the brakes as to bring the train to a stand at a proper point and control them in descending heavy grades without requiring a signal from the engineman.

In damp or frosty weather they must be applied sooner to prevent running past the station. They must be careful to avoid the sliding or heating of the wheels. The use of sticks in setting brakes is positively forbidden.

640. At stopping points they will inspect the wheels, brakes and trucks of cars, and will report any defects immediately to the conductor.

641. When otherwise not engaged, passenger brakemen will remain near the door, standing, unless the seat nearest the door is vacant, when they may sit down, but not otherwise. The reading of newspapers or periodicals while on duty is strictly forbidden.

ENGINEMEN.

642. Enginemen, in all matters relating to motive power, will report to and receive their instructions from the Superintendent of Motive Power, or his proper representative, but in all matters connected with the movement of trains they will receive their instructions from the Superintendent or Chief Despatcher.

643. They (with their firemen) are under the direction of the Superintendent or Chief Despatcher after crossing the turntable for service.

644. They must obey the orders of yard-masters or persons in charge in regard to switching or making up trains.

645. They are jointly and equally responsible with the conductor for the safety of the train, and the proper use of all precautions required by Rules and Regulations, and although they are under the direction of the conductor as regards the management of trains, they will not obey any instructions which imperil the safety of the train, or involve a violation of the rules.

646. When there is no conductor, or when the conductor is disabled, the engineman will have charge of the train, and will be governed by the rules prescribed for conductors.

647. They must know their time on the road, and will not start from a station, even though they receive a signal from the conductor, unless they can reach the next station without encroaching on the time of another train.

648. Before going out on the road they must have a copy of the Rules and Regulations, the latest time-table, a full set of signals, and all necessary tools or implements for use in case of accident, and must examine the bulletin book, and be fully informed as to all notices posted for their guidance.

They must also have their engines in good working order, supplied with fuel and water, and ready to attach to train at least thirty minutes before leaving time, or as much earlier as may be necessary, and they must observe

the state of the weather, condition of rail and length of train. They must compare time with conductor before starting on a trip.

649. They must notice whether watchmen and flagmen are at their posts and report to the Superintendent any neglect of duty observed.

650. They will be held responsible for the detection and careful interpretation of all signals given while on the road, when such signals are visible from any position in the cab.

651. They are required to observe the position of all switches, and must know (so far as it is possible for them to do so) that such switches are right before passing over them.

652. When approaching switches which they are to use they must know positively that they are in proper position; that cars on other tracks clear sufficiently and that no portion of their train or engine is allowed to stand where it will obstruct other tracks improperly.

653. When switches are being shifted ahead of approaching engines, enginemen **must know** that their train is **under such control** as to avoid derailment in case of imperfection in the working of the switch.

654. They will report the absence of lights at switches where lights should be shown, and in approaching such switches they will reduce speed, with train under control, until the posi-

tion of the switch is determined. (See Rule No. 365.)

655. They must exercise caution and good judgment in moving and coupling cars and in stopping and starting trains, and must avoid all unnecessary jerking so as to prevent disturbance to passengers or injury to persons or property.

656. They will use great care in backing up to take a train, or into a side track to take or leave cars, and will approach slow enough to be coupled without injury to persons or property.

657. When a passenger train runs by a station or other stopping place, they must give the back-up signal and receive a response from the conductor before starting back. Great care must be exercised in backing the train to avoid injury to passengers or others by a sudden or unexpected movement.

658. Before leaving a terminal station they must apply the air brakes, and keep them applied long enough for inspectors and trainmen to see that the apparatus is in proper working condition throughout the train. When cars have been attached or taken off the brakes must again be applied, to know if they are in working order before proceeding on the trip.

659. They must again test the air brakes within one mile after leaving a station where engines have been changed, or when cars have

been taken on or left; also at least one mile before reaching railroad crossings, drawbridges or other hazardous places, and in case the brakes do not hold must at once signal for brakes. These tests should be made by applying the brakes with sufficient force to ascertain whether they are working properly. Steam should not be shut off while making the test, unless the conditions are such as to require it.

660. When running after dark they must have in the cab, where it cannot be seen by passing trains, a red lamp, lighted, and in good order, with three torpedoes attached thereto, in readiness to signal approaching trains in case of danger.

661. They must not move any train or engine at night without a light front and rear. If any accident should happen to the headlight a lantern must be used in its place.

662. Except when absolutely necessary, engines must not be left standing within one hundred (100) feet of any street or road crossing, and enginemen must be particular to see that there is no unnecessary escape of steam from the cylinder cocks or safety valves, or anything that will frighten horses at such crossings. The same precautions must be observed while standing at stations.

663. They will not be permitted to exchange engines on the road except in case of accident

or sudden illness, when such change must be made through the proper officer.

664. They are required to observe that the bell-cord, when one is used, is not obstructed by fuel or otherwise and not unfastened, nor the air signal disconnected, until the end of the trip, and that each, as the case may be, is extended to the leading engine when more than one is attached to the train.

665. They will allow no person to ride on their engine except the officers of the road, conductors and brakemen in the discharge of their duties, without an order from the General Manager, Superintendent or Superintendent of Motive Power.

666. They must use great care to avoid striking stock, and forward promptly to the Superintendent report of live stock killed or injured.

667. They must use care that no damage is done to discharge-pipes at water tanks. These pipes and aprons at coal chutes must never be pulled over the tender or raised while the engine is in motion, and they must be allowed to empty themselves before they are raised.

668. Great care must be exercised that no cinders fall where they may cause damage by fire, and ash-pans and dampers must not be dumped while passing bridges, culverts, cattle guards, frogs, switches, station buildings, yards and wood-piles.

669. Excessive black smoke indicates a waste of coal, and on passenger trains is annoying to passengers and should be avoided. An unnecessary amount of smoke emitted from locomotives while standing at stations with passenger trains, the escape of steam from safety valves, or discharge of steam or water from cylinder cocks or injectors at places where the public will suffer inconvenience must be avoided.

670. Enginemen will themselves take their engines from and to the engine house unless relieved of this duty by the foreman or some person appointed for the purpose.

671. No person is allowed to move or handle a locomotive except engineman, unless specially authorized by the Superintendent or Superintendent of Motive Power.

672. No engineman will surrender his engine to any person at a terminal station until the train has been brought to its final stop, and the engine detached from it.

673. Enginemen of work or other engines located at isolated stations must in all cases obtain permission of the train despatcher before absenting themselves, as they are liable to be called upon at unusual hours.

674. Enginemen will not be permitted to leave their engines while on duty, except in extreme cases, and then only when relieved by a responsible employee.

675. An engine must never be allowed to stand steamed up without an engineman or some other responsible person in it.

FIREMEN.

676. Firemen report to and receive their instructions from the Superintendent of Motive Power. When on the road are subject to the same rule as enginemen. (See Rules 642 and 643.

677. They must be on their engines at least thirty minutes before the time of starting, or as much earlier as may be required, and conform to any directions they may receive from the engineman.

678. They must when on the road, and not otherwise properly engaged, keep a careful watch upon the track, and instantly warn the engineman of any obstruction or signal perceived.

679. They must familiarize themselves with all train rules, and must understand the use of signals, and use them properly when necessary.

680. They must not run an engine without permission from the engineman, or except when directed to do so by competent authority.

681. When leaving a station they must observe markers on the rear end of the train, and watch for signals from trainmen or station employees.

682. They must not be sent out as firemen until they understand all night and day signals.

683. They must not go under engines to clean ash pans when on the road unless the engineman is on the engine at his post.

OPERATORS.

684. Telegraph operators on each division will be under the immediate charge of the Chief Despatcher. They will respect the authority of station agents when it does not interfere with telegraphic duties.

685. The first duty of an operator is to make himself thoroughly familiar with the rules, and obey them.

686. Operators having other duties than in connection with the telegraph **must attend to those of the telegraph first.**

687. They will use great care in adjusting, especially in damp weather, never opening the key until positive that wire is not being used. Ground wires must never be used except to notify terminal, testing or despatching offices that wire is in trouble, or by request of the despatcher. After reporting trouble remove the ground wire at once, unless otherwise ordered.

688. In addition to the office call, erators will sign their own private signal in sending

or receiving telegrams, and such letters, with time of sending and receiving must be shown upon each telegram.

689. The contents of all telegrams must be held as confidential. They are for the parties to whom they are addressed, or their authorized representatives, and no one else.

690. None but officers of the Company and employees of an office are to be allowed within it. Students will not be allowed in offices without written permission from the Superintendent, and they must not be allowed to practice upon the main wires, or transact business, until authorized to do so by the Chief Despatcher.

691. Great care must be exercised in the sending or receiving of orders regarding the movement of trains by telegraph.

692. Operators are required to keep a record of the time at which trains pass their stations, and inform themselves in regard to approaching trains.

693. Telegrams should be brief and to the point. The indiscriminate use of telegraph lines for railroad business must be discouraged. Business must not be sent by wire when train mail will answer the purpose.

694. Operators will refer to the Chief Despatcher (after sending) telegrams that in their opinion should have been sent by train mail.

695. All messages must be delivered as promptly as possible. When answers to messages cannot be obtained the sending office should be promptly notified of the reason.

696. In case of storms liable to affect the movement of trains, the Chief Despatcher must be promptly notified.

697. Verbal messages regarding the safety of trains or bridges must not be sent when possible to avoid it.

698. In case of accident upon the road, operators will see that no information or account of same is given to any but those connected with the management, and they will neither ask nor answer questions by wire or otherwise, except from or to train despatchers or other officers of the Company.

699. Contention for circuit and profane or obscene language upon the wires is forbidden.

700. Operators should never refuse to take the business offered by another office. They should explain that it may suffer delay, and report the matter to the Chief Despatcher.

701. When there is but one operator in an office it must not be closed for the night, nor shall the operator leave his office for any length of time without first receiving permission of the despatcher on duty. When there are both day and night operators, the office must not be left without an operator except by like per-

mission, **Sundays** and **holidays** not excepted. They are not permitted to exchange places or leave their office in charge of substitutes without permission. When permitted to do so, they must make the substitute fully acquainted with the business of their office and all the duties before leaving.

702. Upon being relieved they will make a written transfer from the relieving operator for all important business. Unless absolutely necessary no arrangement will be allowed between a day and night operator, by which either will be required to be on duty longer than twelve consecutive hours.

703. At all offices operators will receive and transmit the commercial business tendered by the public, and make out the necessary reports.

704. Night operators will transfer to day managers each morning all money collected for telegraph service during the preceding night, and day managers will be held responsible for this rule being carried out.

705. No messages of a personal character from employees will be sent without charges, except t[illegible] officers, and those only so far as our own [illegible] run.

706. Each telegram that is delayed must be noted on its margin or back, the cause of delay, and a similar notation made every fifteen minutes until message is sent.

707. Operators must leave their address with agent, that they may be found if needed.

708. Operators must keep their tables and instruments clean; must know that all connections, binding posts, screws, etc., are firmly connected, and that wires or crossings over buildings, etc., about their stations are clean and safe. Instruments must be disconnected when closing an office for the night.

709. Local battery must be kept clean and neat, and in good working order.

710. All old zinc and copper must be sent to lineman.

711. All instruments necessary for the transaction of the Company's business at each office will be furnished by the Company, and **no other instruments will be allowed therein**; and no private lines shall connect with the office of the Company without permission.

712. No changes in poles, connections with main wires, or changes in instruments or office connections will be allowed without special instructions from the Chief Despatcher.

713. The above rules apply to agents where no operators are employed.

TELEGRAPH NUMERALS.

1—Wait a minute.
2—How do you understand this?

3—I understand I am to.
4—Where shall I go ahead?
8—Busy on other wire.
9—Operator's signal for Train Orders to take precedence over all but 17 and 21.
10—Keep your key closed: To be used by Train Despatcher only.
11—Did you get my last communication?
12—I did not.
13—Train not arrived yet.
14—Write slowly and firmly.
15—Do you get my writing?
16—What is the weather at your station?
17—A message of the greatest importance; drop all other business and attend to it at once.
18—What is the trouble? Give full particulars.
20—What is your time?
21—General Manager's signal to have precedence over everything but 17.
22—Make dots.
23—All Operators attend and take the following.
24—Have you any business for me?
25—Put on ground wire.
26—Take off ground wire.
30—Car report.

LINEMEN.

714. Linemen will be under the immediate charge of the Chief Despatcher, and will report

to that officer their whereabouts at all hours, that they may be reached in case their services are needed.

CAR INSPECTORS.

715. They report to and receive their instructions from the Superintendent or Master Car Builder.

716. They must see that all cars are in good running order, and fully supplied with all requisites, and that the running gear, brake appliances and draw riggings are in good condition and work properly; that cars are not loaded beyond their safe capacity; that the load is properly distributed, and does not exceed the authorized height or width; and must not permit a car to be taken out by a train unless they know positively that it is in good condition for service.

717. They must give particular attention to the manner in which long timbers are loaded on two or more cars. If found to be unsafely loaded, they must be detained for reloading, unless otherwise directed by the Superintendent.

718. They must carefully examine flat cars loaded with machinery or other heavy freight, and must not permit them to be forwarded unless the load is secured in such manner as will prevent it from shifting.

719. In inspecting passenger cars at terminal stations, they must see that the cars are properly washed, equipped and warmed; that all fixtures are clean, in good order, and ready for use; that all lighting and heating apparatus is in proper condition; that the cars are supplied with fuel, water and ice; that the running gear and draw gear are in good condition, and that the air and hand brakes and air signals are in good working order. At other stations they must inspect all the trains upon their arrival, and see that the running gear, brakes and other fixtures are in good condition, and must be prepared to make any slight repairs that may be required. Should the car need repairs which will occupy much time, it must be removed promptly from the train.

720. They must couple and uncouple all air and steam connections on passenger trains, and carefully examine the couplings after the trains are made up. They must see that the air brake hose, when not in use, is properly secured in the dummy coupling.

721. When inspecting or repairing cars that they do not wish moved, they must protect themselves by placing conspicuously a blue signal on both ends of the car, as provided in Rule 338. If cars are standing on same track ahead, signal must be placed on last car on track, so that engines may not be coupled on and move the cars men are at work at.

EXTRACTS FROM RAILWAY ACT.

"248. Every passenger who refuses to pay his fare may, by the conductor of the train and the train servants of the company, be put out of the train, with his baggage, at any usual stopping place, or near any dwelling house, as the conductor elects, the conductor first stopping the train and using no unnecessary force.

255. When a railway passes any draw or swing bridge over a navigable river, canal or stream, which is subject to be opened for the purposes of navigation, the trains shall, in every case, be stopped at least one minute, to ascertain from the bridge tender that the said bridge is closed and in perfect order for passing, and in default of so stopping for the full period of one minute, the company shall incur a penalty of four hundred dollars.

7. Section two hundred and fifty-five of the said Act is hereby amended by adding thereto the following subsection:—

"2. Whenever there is adopted or in use on any railway at any such bridge an interlocking switch and signal system, or other device which, in the opinion of the Railway Committee, renders it safe to permit engines and trains to pass over such bridge without being brought to a stop, the said Committee may, by an order in writing, give permission for engines and trains to pass over such bridge without stopping, under such regulations, as to speed and other matters, as the said Commit-

tee deem proper; and the said Committee may at any time modify or revoke such order."

256. The bell, with which the engine is furnished, shall be rung, or the whistle sounded, at the distance of at least eighty rods from every place at which the railway crosses any highway, and be kept ringing or be sounded at short intervals, until the engine has crossed such highway; and the company shall, for each neglect to comply with the provisions of this section, incur a penalty of eight dollars, and shall also be liable for all damage sustained by any person by reason of such neglect; and a moiety of such penalty and damages shall be chargeable to and collected by the company from the engineer who has charge of such engine, and who neglects to sound the whistle or ring the bell as aforesaid.

"257. A person shall be stationed at every point where two main lines of railway cross each other at rail level, and no train shall proceed over such crossing until signal has been made to the conductor or engineer thereof that the way is clear; provided always, that in the case of an electric street railway car crossing an electric street railway track, it shall be the duty of the conductor before crossing to go forward and see that the track to be crossed is clear, before giving the signal to the motor man that the way is clear and to proceed.

"2. Every main track of a branch line is a main line within the meaning of this section, which shall apply whether the said lines be

owned by different companies or by the same company.

"258. Every locomotive or railway engine, or train of cars, on any railway, shall, before it proceeds over any such crossing as in the next preceding section mentioned, be stopped for the space of at least one minute; but whenever there is in use at any such crossing an interlocking switch and signal system, or other device which, in the opinion of the Railway Committee, renders it safe to permit engines and trains to pass over such crossing without being brought to a stop, the Railway Committee may, by an order in writing, give permission for engines and trains to pass over such crossing without stopping, under such regulations as to speed and other matters as the Railway Committee deems proper.

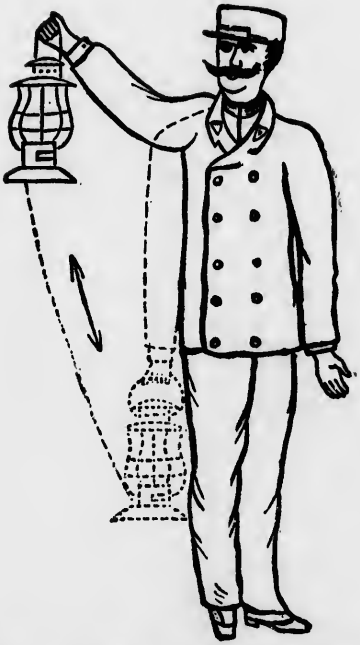
9. Section two hundred and sixty of the said Act is hereby repealed and the following submitted therefor:—

"260. Whenever any train of cars is moving reversely in any city, town or village, the locomotive and tender being in the rear of such train, the company shall station on the last car in the train, a person who shall warn persons standing on or crossing the track of such railway, of the approach of such engine, tender and train; and for every violation of any of the provisions of this section or of any of the three sections next preceding, the company shall incur a penalty of one hundred dollars."

Diagrams

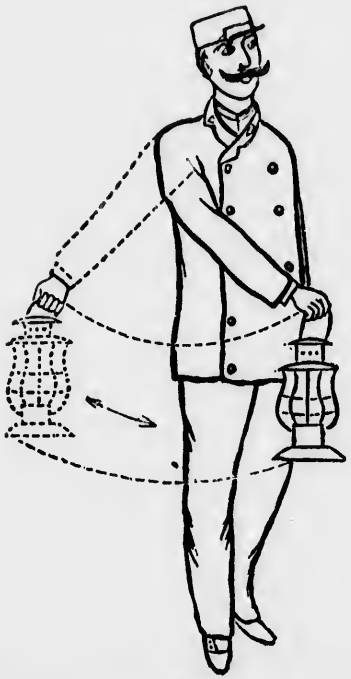
of

Hand and Lamp Signals



Go ahead—A motion up and down.

[See Rule 360.]

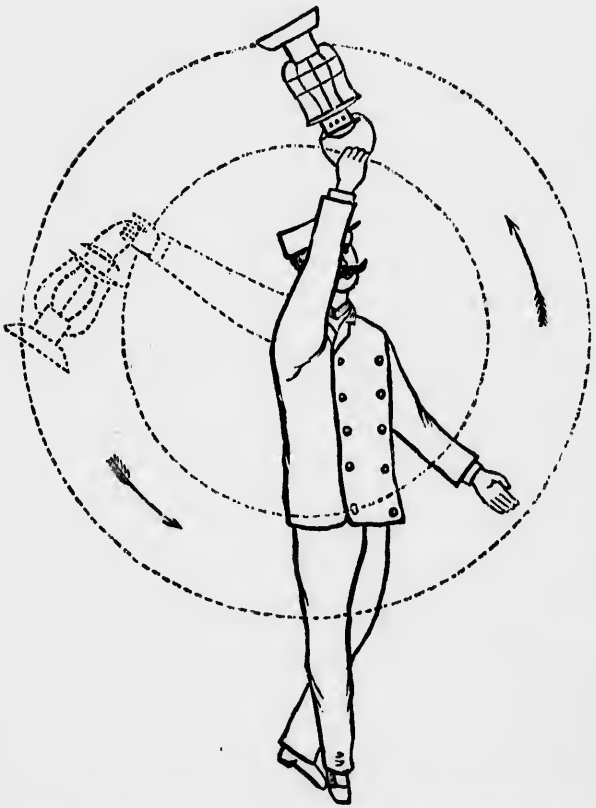


Stop—A motion crosswise with the track.

[See Rule 350.]

Back up—A motion in a vertical circle.

[See Rule 361.]



Train Parted—A motion in a vertical circle at arm's length across the track, given continuously until answered by the engineman.

[See Rule 802.]

DIAGRAMS

ILLUSTRATING

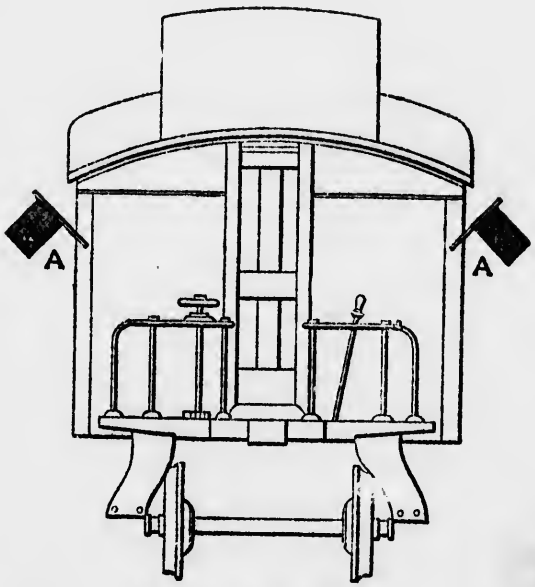
MANNER OF USING

SIGNALS

ACCORDING TO

THE TRAIN RULES.

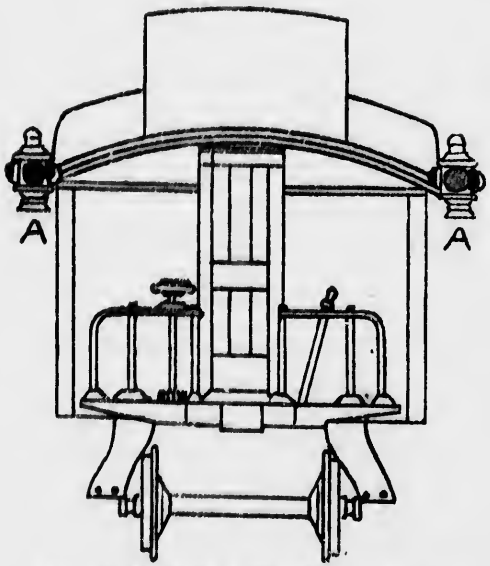
NOTE.—Lamps with four illuminated colored faces are represented in the following diagrams.



Rear of Train by Day.

Green flags at A A, as markers, to indicate rear of Train.

[See Rule 333.]

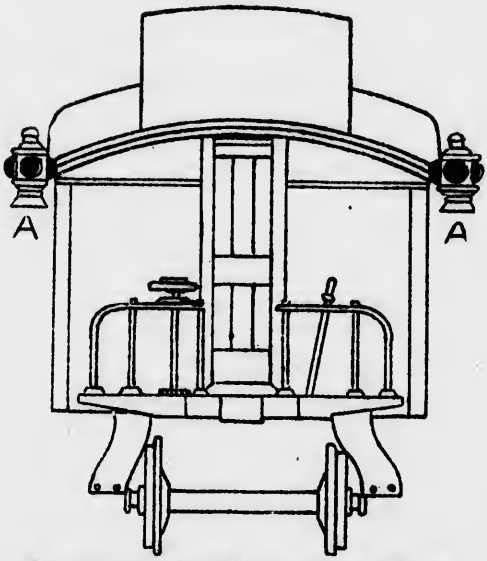


Rear of Train by Night while Running.

Combination lights at A A, showing Green toward Engine and at side as markers, and Red to rear.

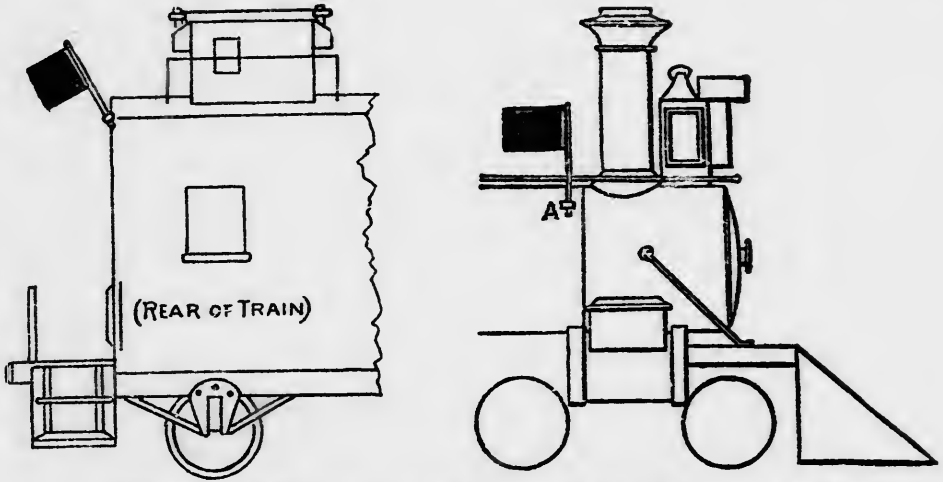
[See Rules 333 and 334.]

NOTE.—Lamps with four illuminated colored faces are represented on this and the following diagrams.



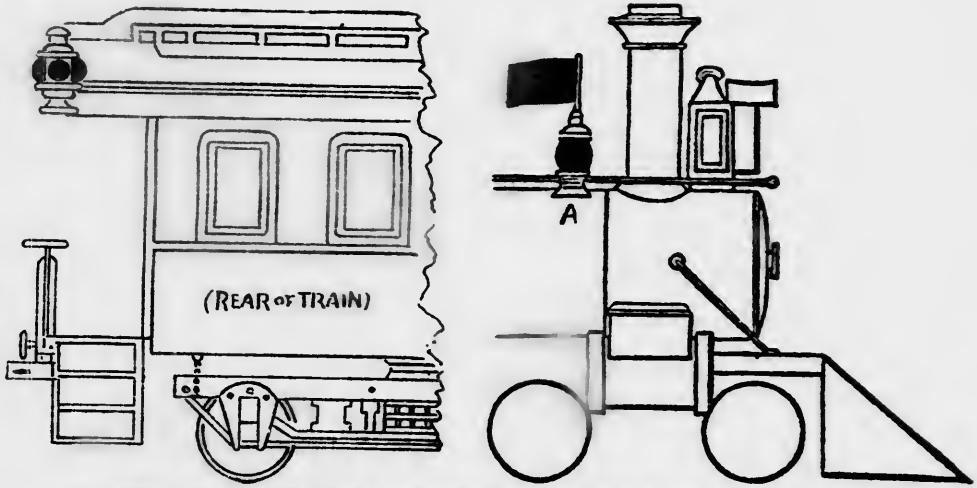
Rear of Train by Night when on Siding.

Green lights at A A. [See Rule 374.]



Locomotive Running Forward by Day, carrying Signals for Train following.

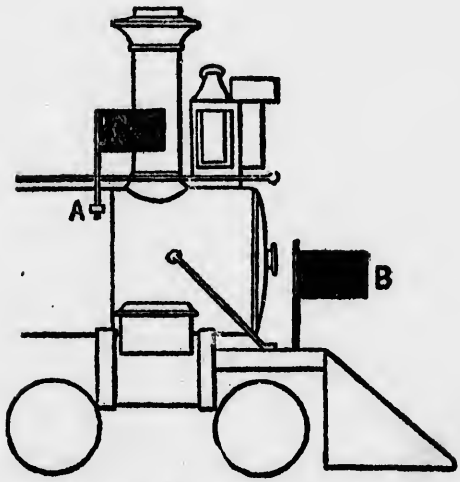
Rule—Green flag at A, as provided by Rule 336.



Locomotive Running Forward by Night, carrying Signals for Train following.

Rule—Green light and green flag at A, as provided by Rule 336.

NOTE.—The diagram is intended to indicate the general location of the flag at A, not the method of attaching the staff.

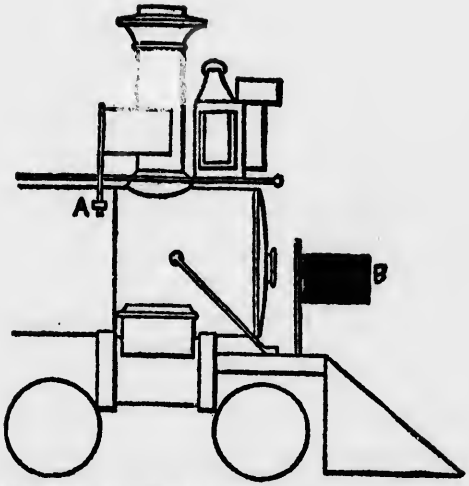


Locomotive Running Backward by Day without Cars, or Pushing Cars, and carrying Signals for Train following.

Rule—Green flags at A and B.

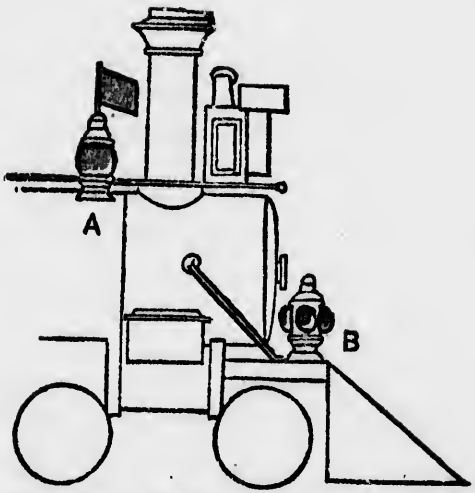
Green flag at A as provided by Rule 336.

Green flag at B as marker. [See Rules 333 and 336]



Locomotive Running Backward by Day without Cars, or Pushing Cars, and Running Extra.

Rule—White flag at A and green flag at B.
White flag at A as provided by Rule 337.
Green flag at B as marker. See Rules 333 and 337]



Locomotive Running Backward by Night without Cars, or Pushing Cars, and carrying Signals for Train following.

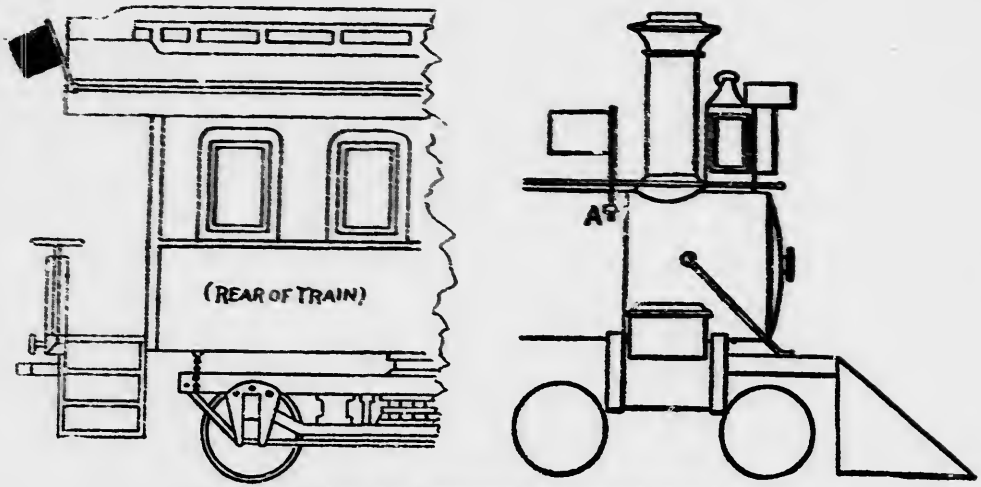
Rule—Green light and green flag at A and combination light at B.

Green light and green flag at A as provided by Rule 336.

Combination light at B showing Green on side and in direction engine is moving, as marker, and Red in opposite direction.

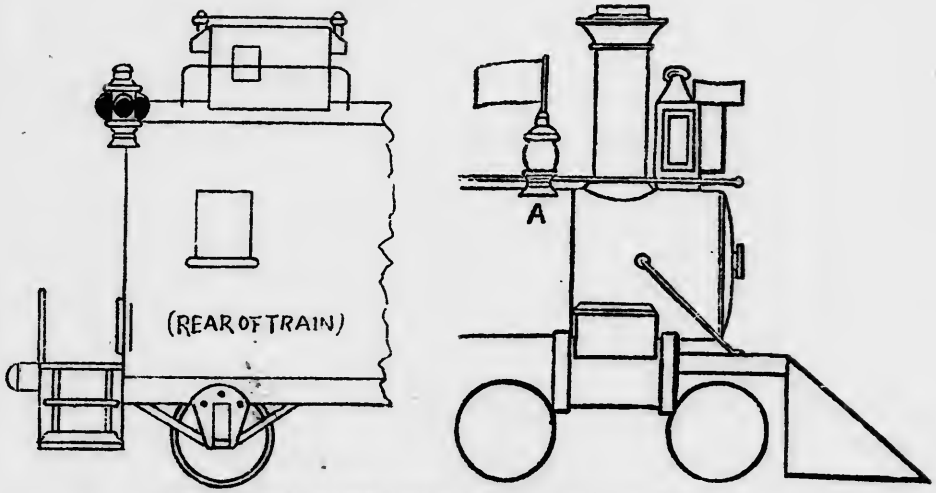
[See Rules 333, 334 and 336]

NOTE.—The diagram is intended to indicate the general location of the flag at A, not the method of attaching the staff.



Locomotive Running Forward by Day and Running Extra.

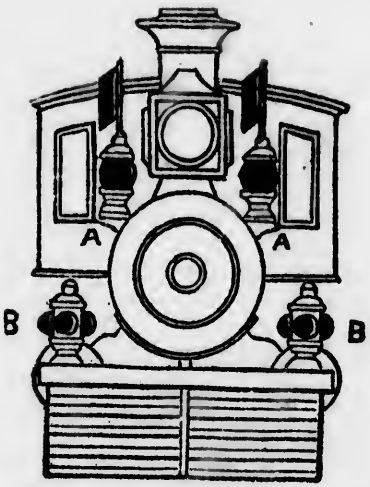
Rule—White flag at A as provided by Rule 337.



Locomotive Running Forward by Night and Running Extra.

Rule—White light and white flag at A as provided by Rule 337.

NOTE.—The diagram is intended to indicate the general location of the flag at A not the method of attaching the staff.



Locomotive Running Backward by Night without Cars, or Pushing Cars, and carrying Signals for following Train.

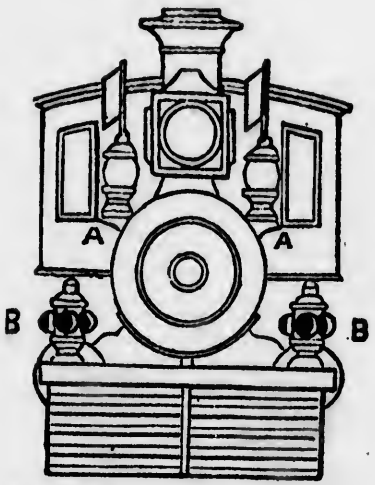
Rule—Green lights and green flags at A A. Combination lights at B B, showing Green on side and in direction engine is moving, and Red in opposite direction.

Green lights and green flags at A A as provided by Rule 336.

Combination lights at B B, showing green as provided by Rule 333 and Red as provided by Rule 334.

[See Rules 333, 334 and 336]

NOTE.--The diagram is intended to indicate the general location of the flags at A A, not the method of attaching the staff.



Locomotive Running Backward by Night without Cars, or Pushing Cars, and Running Extra.

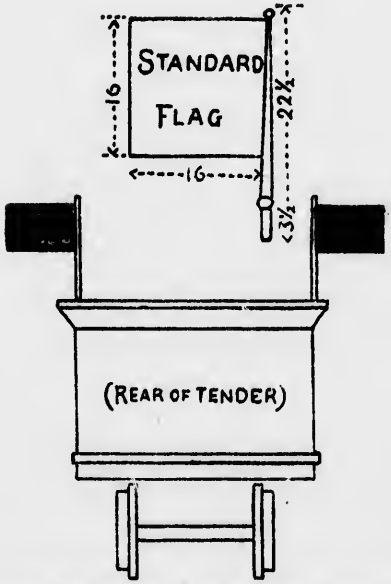
Rule—White lights and white flags at A A. Combination at B B, showing Green on side and in direction engine is moving, as markers, and Red in opposite direction.

White lights and white flags at A A as provided by Rule 337.

Combination lights at B B, showing Green as provided by Rule 333, and Red as provided by Rule 334.

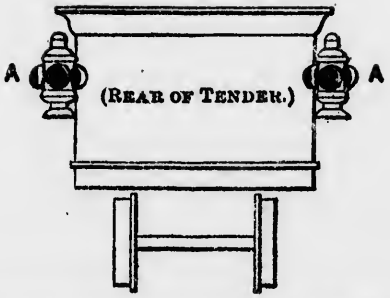
[See Rules 333, 334 and 337]

NOTE.—The diagram is intended to indicate the general location of the flags at A A, not the method of attaching staff.



Locomotive Running Forward by Day without Cars.

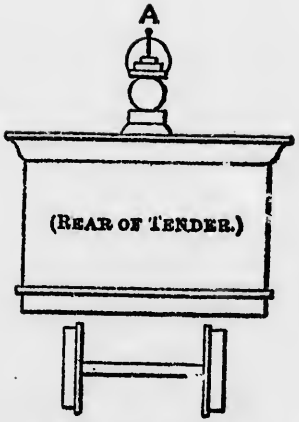
Rule—Green flags by day, as markers. [See Rule 333]



Locomotive Running Forward without Cars by Night.

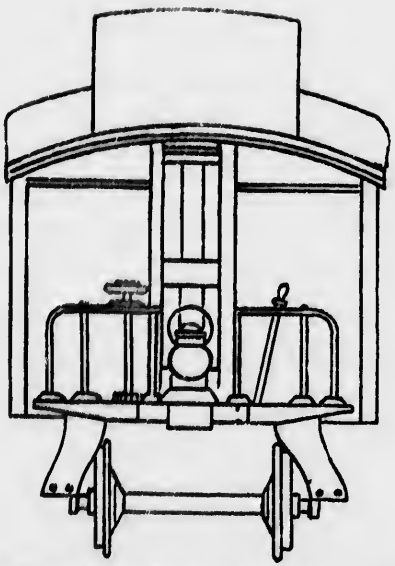
Rule—Combination lights at A A, showing Green as provided by Rule 333, and Red as provided by Rule 334.

[See Rules 333 and 334]



Locomotive Running Backward by Night.

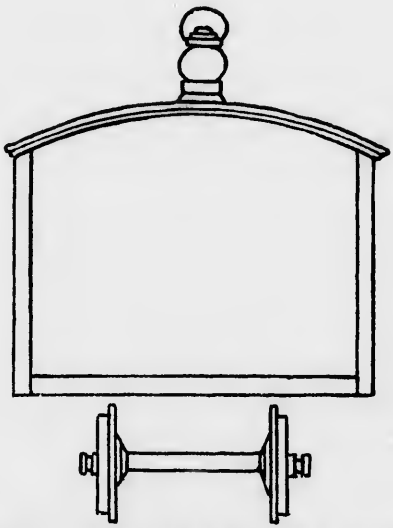
Rule—White light at A. [See Rule 373]



Passenger Train being pushed by an Engine by Night.

Rule—White light on front of leading car.

[See Rule 373; also Rule 404]



Freight Train being pushed by an Engine by Night.

Rule—White light on front of leading car.

[See Rule 373 ; also Rule 404]